

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Invitation for Bids  
Temporary Staffing Services  
**DCAM-16-NC-0121**  
Addendum No. 2  
Issued: August 22, 2016

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This Addendum No. 2 is issued by DGS on August 22, 2016. Except as modified herein, the Invitation for Bid (IFB) remains unmodified and is hereby published on the DGS website.

**ITEM NO. 1**

**Delete in its entirety:** Attachment A – Bid Form

**Replace With:** Attachment A – Bid Form – Revision 1 (Exhibit A)

**ITEM NO. 2**

**Delete:** All references to Questions Due Date, Sections A.5 and G.3

**Replace With:** Thursday, August 25, 2016

**ITEM No. 3**

**Delete:** All references to Submission Date and Time and Bid Opening; Cover page, Sections A.5, F3 and F4.

**Replace With:** Bid Due Submission: Friday, September 2, 2016 at 1:00 p.m.  
Bid Opening: Friday, September 2, 2016 at 1:15 p.m.

**ITEM No. 4**

**Delete:** All references to Yinka Alao Associate Director/Contracting Officer; Cover page and Section F2.

**Replace With:** George G. Lewis, CPPO, Interim Associate Director, C&P

**ITEM No.5** Section I.2.1 Chief Contracting Officer

**Delete:** Christopher E. Weaver, Director

**Replace With:** George G. Lewis, CPPO, Interim Associate Director, C&P

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**ITEM No. 6** Job Description/Qualifications Attachments J1-J7

**Delete:** All references to J1-J7 Job Descriptions/Qualifications

**Replace With:** Revised - J1-J5 Job Descriptions/Qualifications

**ITEM No. 7** Executive Summary paragraph two (2)

**Delete:** The Department intends to award up to seven (7) contracts, awards will be made to the lowest bid per Aggregate Group for these services.

**Replace With:** The Department intends to award up to five (5) contracts; awards will be made to the lowest bidder per Aggregate Group for these services.

**ITEM No. 8** Attachment J - Job Descriptions/Qualification

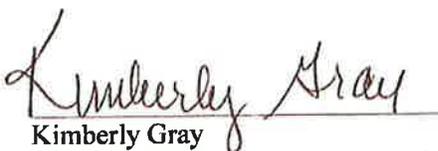
**Delete in its entirety:** Attachments J1-J7 Job Descriptions/Qualifications

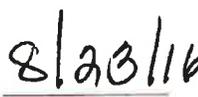
**Replace With:** Revised Attachments J1-J5 Job Descriptions/Qualifications (Exhibit B)

**ITEM No. 9** A.6 Attachments

**Add:** Attachment K – Bidder/Offer Certification (Exhibit C)

All other terms and conditions remain unchanged.

  
Kimberly Gray  
Lead Contract Specialist, Contracting Officer

  
Date

- End of Addendum No. 2 -

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Addendum Number 2

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Exhibit A

Attachment A - Revised Bid Form

*Please refer to the MS Excel Document  
provided as a separate attachment A,  
Revised Bid Form*

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Exhibit B

Revised

Job Descriptions/Qualifications

**DCAM-16-NC-0121**  
**Temporary Staffing Services**  
**Attachment J1**

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**Aggregate Group A**  
**Executive Office Division**

## **AGGREGATE GROUP A Executive Office Division**

### **Communications Strategist**

Oversight of brand management across all internal and external applications; ensuring consistency and accuracy along the entire spectrum from website and social media monitoring and editing to events and customer service

- Graphic needs including flyers, carousel images, presentations and other internal requests utilizing the high end photos of DGS buildings across the website and SM Earned Media story ideas and content creation
- Correspondence on behalf of Director and/or Agency to community
- Development, design and execution of all internal Communications and Marketing needs such as signage, brochures, gear, etc.
- Press Releases Talking Points

### **Project-based**

#### **PM Training monthly presentations**

- Website content review to include fact checking and proofing, as well as identifying needed updates and areas requiring new content
- PM Website: Part II design, oversight and execution
- Three (3) PM Website training videos, writing scripts, designing layouts and overseeing production and editing

### **Education:**

- College Degree from an accredited College.

## **Web Editor**

### **Duties and Responsibilities:**

The DGS Web Editor/Content Editor shall work with internal department contributors/ stakeholders (DGS Communications, DGS Contracts & Procurement, DGS Portfolio Management, DGS Facilities, etc.) to post approved web content material to various DGS web properties.

- The Web Editor/Content Editor may also be tasked to write/create content material themselves.
- The Web Editor/ Content Editor will monitor and check web content for accuracy and ensure it complies with copyright and District of Columbia regulations.
- The Web Editor/Content Editor will ensure that all DGS web pages and content material are presented in a format that website visitors can read and download easily.

### **Collaboration**

The DGS Web Editor/ Content Editor will need to work successfully with both Inter and Intra Agency contributors. The Web Editor/ Content Editor will work with other Web professionals, such as Web designers, developers and webmasters to determine the best way to present information online. The Web Editor/ Content Editor may upload content themselves or provide material to designers and/or webmasters. contributors/stakeholders from DGS Departments will be encouraged to provide new source material to keeps the DGS Web properties fresh for returning site visitors.

### **Monitoring**

To ensure that Web content meets the needs and interests of website visitors, the Web Editor/ Content Editor, must monitor visitor behavior by reviewing site statistics/analytics.

- The Web Editor/Content Editor will monitor site traffic and make recommendations and potentially remove content that has low level of interest.
- The Web Editor/Content Editor will encourage user feedback by providing a means for visitors to leave comments.

## **Functional Requirements**

Meet the needs of visitors who view webpages via on tablets and smartphones in addition to Laptops and PC's. The Web Editor/ Content Editor must modify content so that it is easier to view on smaller screens

- Utilize HTML & Drupal to edit copy and refresh content to keep text and images relevant and current upon Agency needs
- Contribute ideas and feedback on current and future editorial content based upon Agency goals and trends
- Help define, document, and communicate content process, timeline, and style guidelines for the Agency
- Work on content optimization projects and product page development in a collaborative effort with the Office of the Chief Technology team
- Be the primary POC for all web editing issues related to Agency web properties
- Conduct keyword research to identify keyword usage
- Define SEO best practice for Agency Web content in conjunction with the Office of the Chief Technology
- Partner with e-Commerce and marketing teams to identify existing area of the website that need content optimization and define a strategy to meet the Agency's goals
- Define metrics to measure and monitor content optimization initiative(s) effectiveness.
- Generate web content for areas of site(s)
- Keep abreast and monitor content on various Agency website properties
- Deliver consistent and high quality service
- Strong verbal and written communication skills are a must

## **Education:**

- College Degree from an accredited College.

## **Receptionist – Ad-HOC**

**Duties and Responsibilities include but are not limited to the following:**

- Greeting visitors and directing them to the correct person or department
- Managing the visitors book and giving out security passes
- Answering enquiries in person, by phone and on email
- Providing or sending out information
- Managing a booking system
- Providing refreshments
- Keeping the reception area tidy
- Arrange appointments
- Organizing meeting rooms
- Basic clerical work

### **Education:**

- High School Diploma required.

## **Summary Youth Program Counselor**

Under the direction of the Chief of Staff, the Youth Counselor is dedicated to the supervision and career development support for the over-18 Summer Youth Employee (SYE) Participants. The Youth Counselor will supervise, mentor, train and advocate for the DGS Mayor Marion S. Barry Summer Youth Employment Program Participants at The Department of General Services (DGS).

The Youth Program Counselor is an estimated eight (8) week seasonal position from the months of July thru August, five (5) days a week six (6) hours daily.

- Provide individualized job development and job placement services with the Department of General Services (“DGS”) for SYE Participants. Work with the members DGS Division teams to evaluate SYE Participants compatibility with various work environments by determining desired work pace, desired supervisory style, desired public contact, compatibility and cultures.
- Provide a resource for developing resumes, cover letters and employment seeking skills to assist SYE Participants with learning how to secure and maintain employment.
- Coordinate the SYE Participant program work assignments.
- Monitor daily activities of the SYE Participants and provide the support necessary to help participants successfully attain his/her goals.
- Work closely with the Departments Division Points of Contract to assure work assignments are constructive in nature and fully engage the SYE Participants in a real-work setting.
- Coordinate the career assessments to assist SYE Participants with transition plans geared towards entering the workforce.
- Participate in planning for appropriate post-secondary educational opportunities.
- Plan, develop, and implement educational workshops, career exploration activities, and other specialized seminars for SYE Participants geared towards work readiness training, and job seeker action meetings.
- Maintain an organized system of recording and tracking SYE Participants, job assignments, and results. Must be in a format accessible by the Department’s Chief of Staff. Records should document date and time of first contact intake, assessments, and specific plans for placement, progress notes, and follow-up.

**Qualification/Experience:**

**The Candidate shall have the ability to communicate and instruct verbally or written, a minimum of four (4) years' experience in working with high school aged youth in a supervisory capacity and two (2) to four (4) years' experience in on-the job youth training and work scheduling.**

**Education:**

- BA Degree in Social Work or related field.

## **Clerical Assistant**

### **Duties and Responsibilities:**

The candidate shall apply a broad range of clerical and technical administrative procedures, methods, and techniques to support managers and supervisors.

- Receives telephone calls and visitors to the office.
- Ascertains nature of call or business of visitors and determines appropriate action.
- Responds to a variety of inquiries not requiring technical knowledge and refers other inquiries to appropriate office staff or to other organizations, as required.
- Personally handles many requests for information and resolves or assists in resolving a variety of conflicts that may arise.
- Screens incoming correspondence and determines appropriate action.
- Refers correspondence requiring supervisor's attention to supervisor, or other appropriate staff person.
- Records incoming correspondence and action documents and follows up on work in process to ensure timely reply or action.
- Maintains office records, locates and compiles data/information from files for the development of reports.
- Keeps a project calendar and informs staff of deadlines, other important dates, and similar administrative support work.
- Receives requests for information from other offices within the agency concerning program(s) under the Supervisor's control.
- Coordinates corrective action with the appropriate official or office when errors are identified.
- Serves as liaison between the supervisor and departmental employees.
- Performs other duties as assigned.

**Qualification/Experience:**

The candidate shall have four (4) year experience working as a clerical Assistant in a fast paced office and the ability to communicate verbally and in writing with individuals from diverse social, economic and educational backgrounds.

**Education:**

High School Diploma required.

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**Temporary Staffing Services**

**Attachment J2**

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**Aggregate Group B**

**Contracts and Procurement Division**

## **AGGREGATE GROUP B**

### **Contracts and Procurement Division**

#### **Contract Specialist II– (PSB)**

##### **Duties include but are not limited to the following:**

- Develops solicitation such as the statement of work (SOW), terms and conditions, and other requirements for basic procurements; develops pre-negotiation position, determining the types of contracts and negotiation authority to be used, and preparing required justification
- Reviews purchase orders and contracts for completeness, accuracy, and compliance with government and agency policies and procedures; determines the most appropriate method of procurement; determines if requested items can be obtained via an existing contract; conducting pre-bid meeting and distribution of bid invitations
- Gathers, compiles and tabulates bids; evaluates price quotes and compares to specifications; researches vendors and evaluates their ability to provide quality materials, equipment, and services; selects or recommends the most advantageous bid; drafts final contract and notifying winning vendor
- Conducts market place analyses to construct pricing arrangement, subcontracting policy, and similar considerations; prepares and maintains current acquisition plans, milestone charts, and related schedules; using assigned systems and tools (e.g. PASS) to input, track and report on work items
- Performs basic analysis of costs based on prevailing material and labor costs; recommends modifications to contractual arrangements

##### **Job Requirements and Essential Skills:**

- Knowledge and proven experience with all aspects of conducting on-line bids and/or auctions including responsiveness ranges, performance measurements; and comprehensive knowledge of most common web-based bidding sites (i.e. eBay)
- Knowledge of project/ program management, with demonstrated success in application of customer servicing and problem resolution skills including conducting root cause analyses; proven ability to manage projects from concept through implementation
- Excellent knowledge of automated procurement support systems and Microsoft Office; advanced experience in working hands-on with web-based applications
- Excellent oral and written communication skills, including interpersonal skills

required to respond effectively to requests and complaints

**Education:**

- Bachelor's Degree from an accredited College required.

## **Procurement Data Analyst - (PRPB)**

### **Duties include but are not limited to the following:**

- Collect, analyze and interpret DGS acquisition data and update systems
- Assist in identifying operational breakdowns and developing corrective action plans before major problems occur; responsible for monitoring the implementation of such plans
- Critically evaluate data or information gathered from multiple sources, reconcile conflicts, establish connections amongst disparate data sources, and uncover the root cause of problems
- Collaborate with the Office of the Director, Department of Small and Local Business Development, Council and other personnel in the formulation and monitoring of acquisition planning and execution efforts
- Relate data from various sources and integrate into various ad hoc and custom reports
- Analyze multiple sources of structured and unstructured data
- Work closely with program and senior level managers to distill analytical & decision support data requirements
- Develop data handling requirements including data audit, data quality and gap analysis
- Create multi-dimensional data visualization
- Support end users on ad hoc analytical analyses and develop subject matter expertise relative to Department operations
- Complete some data entry as needed

### **Job Requirements and Essential Skills:**

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Data Analytics experience
- Firsthand operational experience in project management and building database systems
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

**Education:**

- Bachelor's Degree from an accredited College required.

## **Program Analyst (Contract Administration and Close-Out) – (PEB)**

### **Duties include but are not limited to the following:**

- Collect, analyze and interpret procurement acquisition data
- Serve as project lead and System Administrator for online Contractor Evaluation (E-Val) system and Contract Administration program
- Perform data analytics and reporting of procurement metrics to senior leadership
- Assist with special data projects for internal and external stakeholders
- Coordinate with Office of the General Counsel (OGC) and Finance personnel to process Cure Notices, Ratifications, and Settlements
- Monitor use of E-Sourcing tools

### **Job Requirements and Essential Skills:**

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Data Analytics
- Firsthand operational experience in project management and building database systems
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

### **Education:**

- Bachelor's Degree from an accredited College required.

## **Senior Policy Analyst- (PRPB)**

### **Duties include but are not limited to the following:**

- Crafts procurement policy with minimal direction
- Periodically updates policy documents
- Participates in directing acquisition planning efforts, formulating negotiation strategies, analyzing cost and price data and providing advisory support for source selections
- Collaborating with the Office of the Director, Department of Small and Local Business Development, Council and other personnel in formulating and monitoring acquisition planning and execution efforts
- Researches procurement best practices
- Coordinates and frequently leads vendor debriefings

### **Job Requirements and Essential Skills:**

- Expert knowledge of government contracting procedures
- Current knowledge of District procurement regulations preferred
- Knowledge of Acquisition Planning concepts and processes
- Knowledge of DC Council/Legislative process
- Firsthand operational experience in wide range of contracting methodologies (competitive contracts, sole-source, simplified acquisitions, cost/price analysis, and negotiation)
- Proficient computer skills in Microsoft Office, including Word, Excel and PowerPoint
- Strong communication skills with capability to provide briefings and oral and written presentations
- Government agency experience preferred

### **Education:**

- Bachelor's Degree from an accredited College required.

## **Purchasing Agent (Entry Level Contract Specialist) - (PSB)**

### **Duties include but are not limited to the following:**

- Verifies purchase requisitions by comparing items requested to master list, clarifying unclear items and recommending alternatives
- Prepares purchase order agreements or related documents as directed by team lead/management
- Keeps information accessible by sorting and filing documents electronically and manually (if required)
- Provides acquisition planning and control information by collecting, analyzing and summarizing data and trends

### **Job Requirements and Essential Skills:**

- Technical Capacity
- Experience with Budget and Expense Tracking
- Track Record of Maintaining Positive and Professional Vendor Relations
- Strong Organizational and Documentation Skills
- Superior Customer Service Orientation

### **Education:**

- High School Diploma required.

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**Temporary Staffing Services**

**Attachment J3**

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**Aggregate Group C**

**Capital Construction Division**

## **AGGREGATE GROUP C Capital Construction Division**

### **Project Management Office – Analyst**

#### **Duties and Responsibilities:**

Conducts detailed analyses of complex functions and work processes of broad administrative or technical programs. Knowledge of policies, procedures, rules and regulations governing operations. Knowledge of the specific organization's programs and missions. Ability to analyze the impact of policies, procedures, rules and regulations upon agency goals and operations. Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency and productivity of assigned programs. Skill in applying generally accepted analytical and evaluative methods of involved field. Skill in applying procedures and approaches. Ability to identify innovation methods to resolve significant issues and achieve agency goals and objectives. To meet the needs of DGS Capital Construction Services and its client agencies the Project Management Office needs highly skilled staff with the requisition knowledge and experience to support the Project Managers and divisional leadership. The role of the Construction Analyst will be that of providing assistance to Project Management Staff in their duties and contract administration including:

- Review and process capital project documentation including, but not limited to; contracts, invoices, vendor CBE participation data;
- Analyze facts and circumstances involved in making recommendations for solving management and administrative problems within the limits of standards or acceptable practices;
- Coordinates the collection of data from project managers for special assignments for the division, and helps to ensure that all deadlines are met;
- Provide systems training for Prolog, Prolog Converge;
- Assist Project Managers and contractors with project data and/or documentation upload, reporting and Prolog access;

- Assist program staff with various project specific duties including review and analysis of monthly CBE data, corresponding pay applications, budget reallocations, re-programming's, direct voucher and expenditure re-class requests.

**Job Requirements and Essential Skills:**

- Minimum of ten (10) years' progressive experience in accounting, analysis and/or project management.
- Minimum of ten (10) years' experience in construction.
- Experience in database management.

**Education:**

- Bachelor's Degree in Finance, Accounting, Business or Public Administration.
- Equivalent combination of education, experience.

## **Project Management Office Scheduler**

### **Duties and Responsibilities:**

Experienced professional responsible for helping to develop and manage construction project schedules for the Capital Construction projects. Responsible for determining the logic and sequential order of critical project tasks and work with Project Managers to constantly review and update planned activities against actual activities. Schedule data is updated on a monthly basis and the scheduler must maintain a baseline schedule and current actual schedule. Provide guidance and training to Project Managers on an as needed basis and provides professional recommendations for enhanced scheduling procedures and processes.

### **Job Requirements and Essential Skills:**

- Minimum of ten (10) years related experience.
- Minimum of ten (10) years progressive experience in accounting, analysis and/or project management.
- Advanced experience with P6 Primavera Software, schedule development and management.

### **Education:**

- Bachelor's Degree in Business, Construction Management and Engineering.
- Equivalent combination of education and experience.

## **Project Manager**

### **Duties and Responsibilities:**

The Project Manager will be responsible for the Division's design and construction projects by coordinating project requirements with the client agencies, consulting firms, other DC agencies, contractors, and internal agency divisions. The position reports to a Cluster Manager. Specific duties include, but not limited to:

- Reviews and approves design and construction documents, work specifications and contract modifications.
- Directs and coordinates contract requirements and activities with DGS departments and District and federal agencies. Monitors work progress, work plans and specifications; ensures technical accuracy and completeness.
- Reviews and recommends approval of change order negotiations with construction contractors and consultants including both schedule and cost.
- Ensures all design and construction work is in compliance with approved plans, specifications and agency standards.
- Coordinates preconstruction and construction activities with various DC agencies and 3<sup>rd</sup> party contractors.
- Provides input in the design of educational facilities, recreational facilities, and various municipal facilities and recommends possible changes required to meet existing and projected needs for water distribution and sewer collection systems.
- Coordinates the move-in and move-out operations prior to commencement and at close-out of construction projects.
- Utilizes computerized software applications to establish construction work schedules and to ensure the timely completion of work and flow of information. Prepares schedules and budget estimates for project funding purposes.
- Recommends solutions and options to technical problems arising with contracts and ensures adherence to established policies and regulations.
- Defines the scope of work and job specifications for various projects, task orders and prepares cost estimates including direct and indirect costs. Prepares justifications for change orders.
- Participates in proposal and IFB evaluations and represents the DGS in negotiations.
- Presents and explains the Agency's position on technical questions and recommends or opposes approaches proposed by outside contractors or others.
- Provides direction to contractors regarding specific requirements, scheduling, safety measures, labor relations, and applicable wage regulations.

- Monitors and evaluates contractor performance at all stages to document progress, identifies problems and takes corrective measures.
- Performs other related duties and projects as assigned at the discretion of the Cluster Manager, Operations Manager or Deputy Director.
- Represent the agency at Community Meetings (ANC, SIT, etc.) and at regulatory board meetings (Zoning, HPRB, etc.)

**Qualifications:**

- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university.
- To include a minimum of eight (8) years of related progressive experience in which three (3) years of experience involved managing and overseeing design of construction projects; or equivalent combination of education or experience.
- Strong analytical, planning, and organizational skills.
- Must be able to demonstrate knowledge of the District of Columbia's regulatory review and approval process.
- Demonstrates ability to manage complex design and construction projects, direct work activities and evaluate contractor performance.
- General knowledge of municipal, education and recreational facilities.
- Ability to effectively communicate orally and in writing.
- Must be proficient utilizing computers and industry standard design, scheduling and management software programs.
- Excellent leadership and interpersonal skills.
- General office and field conditions

## **Assistant Project Manager**

### **Duties and Responsibilities:**

The Assistant Project Manager will assist with the Division's design and construction projects by coordinating project requirements with the client agencies, consulting firms, other DC agencies, contractors, and internal agency Divisions. The position reports to a Cluster Manager. Specific duties include, but not limited to:

- Monitors work progress, work plans and specifications; ensures technical accuracy and completeness.
- Reviews and recommends approval of change order negotiations with construction contractors and consultants including both schedule and cost.
- Ensures all design and construction work is in compliance with approved plans, specifications and agency standards.
- Coordinates preconstruction and construction activities with various DC agencies and 3<sup>rd</sup> party contractors.
- Coordinates the move-in and move-out operations prior to commencement and at close-out of construction projects.
- Utilizes computerized software applications to establish construction work schedules and to ensure the timely completion of work and flow of information. Prepares schedules and budget estimates for project funding purposes.
- Recommends solutions and options to technical problems arising with contracts and ensures adherence to established policies and regulations.
- Monitors and evaluates contractor performance at all stages to document progress, identifies problems and takes corrective measures.
- Performs other related duties and projects as assigned at the discretion of the Cluster Manager, Operations Manager or Deputy Director.

### **Qualifications:**

- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university and three to five (3 to 5) years of related progressive experience in which two (2) years of experience involved managing and overseeing design and construction projects; or equivalent combination of education or experience.
- Bachelor's degree in Civil Engineering, Architecture, Construction Management or related field from an accredited college or university.

- To include a minimum of three (3) to five (5) years of related progressive experience in which two (2) years of experience involved managing and overseeing design of construction projects; or equivalent combination of education or experience.
- Strong analytical, planning, and organizational skills.
- Demonstrated ability to manage complex design and construction contracts, direct work activities and evaluate contractor performance.
- General knowledge of municipal, education and recreational facilities.
- Ability to effectively communicate orally and in writing.
- Must be proficient utilizing computers and industry standard design, scheduling and management software programs.
- Excellent leadership and interpersonal skills.
- General office and field conditions.

## **Estimator**

### **Duties and Responsibilities:**

This position is responsible for developing accurate and timely estimates for the Construction Services Group at DGS, with projects from \$100,000 to \$100 million plus to ensure that DGS has established an independent government cost estimate. Additionally review cost estimates submitted by contractors and other 3rd party consultants.

- Analyze and compile estimate data that impact the cost of labor, materials, equipment requirements, location and other factors to ensure a high quality and timely estimate.
- Review drawings, specifications and proposed project site conditions; record findings and solicit input from project managers to include in final project estimate.
- Analyze alternative solutions and construction methods for possible cost savings.
- Perform and review “take-off” quantities to ensure accuracy of data used in estimates.
- Perform and review project schedule.
- Utilize existing cost history as a check to complete estimate.
- Apply mathematical calculations requiring advanced analytical processes to ensure logically estimated costs are accurate.
- Present estimate and participate in bid reviews with senior management to ensure accuracy and completeness.
- Communicate with owners, subcontractors, public and private entities to ensure accuracy.
- Communicate estimate bid information to project manager at pre-construction meetings to ensure understanding of scope of job, schedule and critical means and methods of construction.
- Participate in and/or lead Design-build preconstruction services to ensure active projects stay within prescribe project budgets.
- Participate in and/or lead means and method discussions, being the catalyst to drive creative thinking and innovative ideas that distinguishes a successful project.

### **Qualifications:**

- Bachelor’s Degree in Civil Engineering, Construction Management, Business Administration, or equivalent related work experience.
- Work Experience - 10+ years estimating experience in educational, recreational and municipal projects.

- Prior management experience required.
- Ability to estimating self-perform.
- Estimating experience in vertical construction, mechanical, electrical, structural work.
- Understanding of DC Laws and Regulations, including Procurement Regulations.
- Ability to work independently and prioritize multiple tasks under tight deadlines.
- Office and field work required.
- Proficiency with all MS Office products (Word, Excel, PowerPoint, etc.), and Primavera Scheduling software.
- Advanced knowledge of Estimating software.
- Advanced knowledge of construction principles and equipment capabilities.

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**Temporary Staffing Services**

**Attachment J4**

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**Aggregate Group D**

**Sustainability and Energy Division**

## **AGGREGATE GROUP D**

### **Sustainability and Energy Division**

#### **Assistant Project Manager/Energy Efficiency Specialist**

##### **Duties and Responsibilities:**

- Serve as the DGS-SE's central POC with DGS-Facilities for trainings; manage and lead DGS training initiatives, staff development and learning programs, including certifications for the Building Operation Certification and DOE's Building Re-Tuning.
- Work with DGS-HR and DGS-Facilities to develop and implement a DGS-Facilities workforce development program that provides employee career advancement opportunities pending the achievement of trainings and certifications such as Building Plan Operator Certification, LEED Operations and Management, Accreditation, etc.
- Establish a partnership with the University of the District of Columbia to provide the agency with continuous building operations training and research resources.
- Develop and implement a District government staff engagement program that includes: energy reporting, sustainability newsletters and outreach to key stakeholders.
- Create and manage the *DC Green Schools Challenge*, a public-private partnership that pairs high-skilled volunteer professionals with schools to teach sustainability through hands-on learning.
- Lead energy efficiency competitions through programs such as EPA Battle of the Buildings competition and boot camps. Develop and implement policies and standards as they relate to energy efficiency.
  
- Draft energy reduction/HVAC policy for District government buildings.
- Engage with key city stakeholders to improve energy management, carbon reduction and increase participation in occupant engagement programs.
- Serve as liaison with DGS-Facilities to update the Division's job descriptions, so that new hires are responsible for complying with peak shaving, emergency demand response protocols, set point policies, and other sustainability initiatives
- Regularly update the DGS-SE homepage on the [dc.dgs.gov](http://dc.dgs.gov) website to reflect the Division's current work and previous accomplishments

##### **Qualifications:**

- Bachelor's and/or Master's degree from an accredited university
- At least six years working experience in a policy or implementation role
- Familiarity with District government and the city

## **Sustainability and Energy Consultant I**

### **Duties and Responsibilities:**

- Draft DCPS Recycles! newsletters, e-mails, one-pagers, presentations, case studies and other written communication
- Manage DC school-wide competitions focused on recycling and source reduction
- Lead food recovery initiatives including food waste data analysis, DC Food Recovery Working Group participation, and possible “share table” pilot
- Visit schools to provide on-site support, launch and improve recycling programs, conduct waste audits, lead trainings, present to students, etc.
- Develop Standard Operating Procedures (SOP) and manage Salesforce for contact and data management
- Assist staff with general logistics and day-to-day operations as they relate to the Sustainability and Energy program
- Manage with the Build Smart DC kiosk update and placement program
- Assist identifying and inventorying geothermal (ground source) heat pumps throughout District government properties
- Assist responding to requests for USGBC LEED Green Power documentation
- Assist DGS-SE Director as needed

### **Qualifications:**

- Bachelor's and/or Master's degree from accredited universities
- At least one-year experience working on waste policy and implementation
- Proficiency with the Salesforce application
- Knowledge of green buildings and experience conducting energy audits
- Experience in solar policy and projects
- Experience in water issues (i.e. water conservation, storm water management)

## **Sustainability and Energy Consultant II**

### **Duties and Responsibilities:**

- Design, pilot, and implement best management practices for waste management in schools
- Provide operational support, guidance, and education on recycling programs for 110 schools
- Engage with the community through outreach materials, social media, and public events
- Compile and organize waste, recycling, and organics hauling data
- Manage vendor billings for services rendered
- Provide administrative support for the operations team
- Manage and research waste data
- Compile, organize, and update contact information and other school-specific data
- Manage an up-to-date hauling schedule for DGS-SE (data to be provided by hauling contract COTR)
- Create regular performance updates based on hauling data (to be provided by hauling contract COTR) and waste audit data.
- Upload data into Salesforce; customize Salesforce platform as needed.
- Research and track waste industry news and information and summarize for the DGS-SE team
- Conduct research (e.g. on best practices, survey of hauling companies) to inform the improvement of technical assistance documents
- Serve as point of contact for DC Food Recovery Working Group and similar interagency/research initiatives

### **Qualifications:**

- Bachelor's degree from an accredited university
- At least three-years' experience in working waste and water issues within the District
- Proficiency with the Salesforce application

## **Sustainability and Energy Consultant III**

### **Duties and Responsibilities:**

#### **Outreach / Technical Assistance**

- Contribute to the development of clear, concise factsheets, instructional memos, and guidebooks; promotional materials; fliers, posters, and banners; presentations and educational materials, including technical assistance documents for public charter schools.
- Develop and deliver trainings for DCPS Recycles! challenges participants
- Develop and deliver training materials for on-site composting in schools
- Prepare and disseminate all information online to the DGS Healthy Schools webpage
- Disseminate information in person at tabling events and other presentation opportunities
- Manage online and email communications, including developing newsletter template and contact lists
- Investigate innovative methods of disseminating online content; develop appropriate social media strategy and/or use of data display or mapping technologies.
- Liaise with DGS-Communications and outside designers and printers
- Assist with initiative to apply roughly 50 green infrastructure on District government properties for DC Department of Energy and Environment Storm Water Retention Credits
- Assist with effort to settle property disputes with DC Water

#### **On-Site Support**

- Assist DCPS schools in developing site-specific recycling plans for SY16-17
- Implement and document findings from pilot projects
- Provide on-site trainings to DCPS school staff including principals, administrative delegates, custodians, food service workers, educators, green teams.
- Collect and report site level data
- Conduct walkthroughs and determine supply needs
- Track, manage, and fulfill supply requests from schools twice per school year
- Conduct waste audits (with staff and/or students)
- Compose educational content
- Collect and document waste and storm water best practices

#### **Qualifications:**

- Bachelor's degree from an accredited university
- At least one-year experience working on sustainability policy and/or implementation

**DCAM-16-NC-0121**

**Temporary Staffing Services**

**Attachment J5**

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**Aggregate Group E**

**Information Technology Division**

# **AGGREGATE GROUP E**

## **Information Technology Division**

### **IT Program Manager**

#### **Duties and Responsibilities:**

In general, my old responsibility is/was that of an IT SME (Information Technology Subject Matter Expert) or Tier III Information Technology Support person; is to ensure the facts and details are correct so that the project's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices. To achieve this, SMEs will:

- Teamed with CIO to write, implement, and manage an operational IT plan to address the Agency's immediate needs and long-range goals while maintaining its capital budget.
- Provides technical document review as well as requirements development & evaluation. Also, ensure that the documents maintain traceability between requirements and test cases/ test procedures for system test documentation.
- Contributes to the development of the process to respond to task requirements for the team.
- Provides systems engineering support and technical oversight for the development of IT systems.
- Provides full time systems integration and requirements support for the project.
- Performed systems requirements gathering and analysis.

#### **Education:**

- BA in Business Sciences or Information Systems

#### **Experience:**

- 10 to 15 Years in a computer related field.

DCAM-16-NC-0121  
Addendum Number 2

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Exhibit C  
Attachment K  
Bidder/Offer Certification Form

## BIDDER/OFFEROR CERTIFICATION FORM

COMPLETION			
The person(s) completing this form must be knowledgeable about the bidder's/offeror's business and operations.			
RESPONSES			
Every question must be answered. Each response must provide all relevant information that can be obtained within the limits of the law. Individuals and sole proprietors may use a Social Security number but are encouraged to obtain and use a federal Employer Identification Number (EIN). Provide any explanation at the end of the section or attach additional sheets with numbered responses. Include the bidder's/offeror's name at the top of each attached page.			
GENERAL INSTRUCTIONS			
This form contains four (4) sections. Section I concerns the bidder's/offeror's responsibility; Section II includes additional required certifications; Section III relates to the Buy American Act (if applicable); and Section IV requires the bidder's/offeror's signature. Please note, a determination that a prospective contract is found to be "not responsible is final and not appealable.			
SECTION I. BIDDER/OFFEROR RESPONSIBILITY CERTIFICATION			
<i>Instructions for Section I: Section I contains eight (8) parts. Part 1 requests information concerning the bidder's/offeror's business entity. Part 2 inquires about current or former owners, partners, directors, officers or principals. Part 3 relates to the responsibility of the bidder's/offeror's business. Part 4 concerns the bidder's/offeror's business certificates and licenses. Part 5 inquires about legal proceedings. Part 6 relates to the bidder's/offeror's financial and organizational status. Part 7 requires the bidder/offeror to agree to update the information provided. Part 8 relates to disclosures under the District of Columbia Freedom of Information Act (FOIA).</i>			
PART 1: BIDDER/OFFEROR INFORMATION			
Legal Business Entity Name:		Solicitation #:	
Address of the Principal Place of Business (street, city, state, zip code)		Telephone # and ext	Fax #:
Email Address:		Website:	
Additional Legal Business Entity Identities: If applicable, list any other DBA, Trade Name, Former Name, Other Identity and EIN used in the last five (5) years and the status (active or inactive)			
Type:	Name:	EIN:	Status:
I.1 Business Type (Please check the appropriate box and provide additional information if necessary.)			
<input type="checkbox"/> Corporation (including PC)		Date of Incorporation:	
<input type="checkbox"/> Joint Venture		Date of Organization:	
<input type="checkbox"/> Limited Liability Company (LLC or PLLC)		Date of Organization:	
<input type="checkbox"/> Nonprofit Organization		Date of Organization:	
<input type="checkbox"/> Partnership (including LLP, LP or General)		Date of Registration or Establishment:	
<input type="checkbox"/> Sole Proprietor		How many years in business?:	
<input type="checkbox"/> Other		Date established?:	
If "Other," please explain:			
I.2 Was the bidder's/offeror's business formed or incorporated in the District of Columbia?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No" to Subpart 1.2, provide the jurisdiction where the bidder's/offeror's business was formed or incorporated. Attach a Certificate or Letter of Good Standing from the applicable jurisdiction and a certified Application for Authority from the District, or provide an explanation if the documents are not available.			
State _____		Country _____	
I.3 Please provide a copy of each District of Columbia license, registration or certification that the bidder/offeror is required by law to obtain (other than those provided in Subpart 1.2). If the bidder/offeror is not providing a copy of its license, registration or certification to transact business in the District of Columbia, it shall either:			
(a) Certify its intent to obtain the necessary license, registration or certification prior to contract award; or			
(b) Explain its exemption from the requirement			

1.4 If your company, its principals, <b>shareholders</b> , directors, or employees own an interest or have a position in another <b>entity</b> in the same or similar line of business as the Bidder/Offeror, please describe the affiliation in detail	
1.5 If any officer, director, <b>shareholder</b> or anyone <b>holding</b> a financial interest in the Bidder/Offeror has a relationship with an employee of the Department or any District agency for whom the Department is procuring goods or services, please describe the nature of the relationship in detail	
<b>PART 2: INDIVIDUAL RESPONSIBILITY</b>	
<i>Additional Instructions for Section 1, Parts 2 through 8: Provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).</i>	
Within the past five (5) years, has any current or former owner, partner, director, officer, principal or any person in a position involved in the administration of funds, or currently or formerly having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation on behalf of the bidder/offeror with any <b>government entity</b> :	
2.1 Been sanctioned or proposed for sanction relative to any <b>business</b> or professional permit or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Been under suspension, debarment, voluntary exclusion or <b>determined ineligible</b> under any federal, District or state statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3 Been proposed for suspension or debarment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4 Been the subject of an investigation, whether open or closed, by any government entity for a <b>civil</b> or criminal violation for any <b>business-related</b> conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5 Been <b>charged with a misdemeanor or felony</b> , indicted, granted <b>immunity</b> , convicted of a <b>crime</b> , or <b>subject</b> to a judgment or a plea bargain for: (a) Any business-related activity; or (b) Any crime the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to <b>complete</b> an awarded contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide an <b>explanation</b> for each "Yes" in Part 2.	
2.7 In the past ten (10) years has the Bidder/Offeror had a contract terminated, in whole or in part, for any reason? If so, describe each such determination in detail	
2.8 In the past ten (10) years has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail.	
<b>PART 3: BUSINESS RESPONSIBILITY</b>	
Within the past five (5) years, has the bidder/offeror:	
3.1 Been under suspension, <b>debarment</b> , voluntary exclusion or <b>determined ineligible</b> under any federal, District or state statutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2 Been proposed for suspension or debarment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3 Been the <b>subject</b> of an investigation, whether open or closed, by any government entity for a <b>civil</b> or criminal violation for any	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4 Been charged with a <b>misdemeanor</b> or felony, <b>indicted</b> , granted immunity, convicted of a crime, or subject to a judgment or plea bargain for: (a) Any business-related activity; or (b) Any crime the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.5 Been disqualified or <b>proposed for</b> disqualification on any government permit or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.6 Been <b>denied</b> a contract award (in whole or in part, for any reason) or had a bid or proposal rejected based upon a non-responsibility finding by a government entity? If so, describe each such occurrence in detail.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7 Had a low bid or proposal rejected on a government contract for failing to make good faith efforts on any Certified Business Enterprise goal or statutory affirmative action requirements on a previously held contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to <b>complete</b> an awarded contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide an explanation for each "Yes" in Part 3.

**PART 4: CERTIFICATES AND LICENSES**

Has the bidder/offeror:

4.1 Had a denial, decertification, revocation or forfeiture of District of Columbia certification of any Certified Business Enterprise?  Yes  No

Please provide an explanation for "Yes" in Subpart 4.1

4.2 Please provide a copy of the bidder's/offeror's District of Columbia Office of Tax and Revenue Tax Certification Affidavit

**PART 5: LEGAL PROCEEDINGS**

Within the past five (5) years, has the bidder/offeror:

5.1 Had any liens or judgments (not including UCC filings) filed against it which remain undischarged?  Yes  No

If "Yes" to Subpart 5.1, provide an explanation of the issue(s), relevant dates, the Lien Holder or Claimant's name, the amount of the lien(s) and the current status of the issue(s)

5.2 Had a government entity find a willful violation of District of Columbia compensation or prevailing wage laws, the Service Contract Act or the Davis-Bacon Act?  Yes  No

5.3 Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful?  Yes  No

Please provide an explanation for each "Yes" in Part 5

5.4 Engaged in litigation with any governmental entity. If so, please identify and/or describe all threatened and pending litigation and/or claims, including but not limited to matters pending before any Boards of Contracts Appeals:

**PART 6: FINANCIAL AND ORGANIZATIONAL INFORMATION**

6.1 Within the past five (5) years, has the Bidder/Offeror received any formal unsatisfactory performance assessment(s) from any government entity on any contract?  Yes  No

If "Yes" to Subpart 6.1, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s)

6.2 Has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail  Yes  No

If "Yes" to Subpart 6.2, provide an explanation of the issue(s), relevant dates, the government entity involved, the amount assessed and the current status of the issue(s)

6.3 Within the last seven (7) years, has the bidder/offeror initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?  Yes  No

If "Yes" to Subpart 6.3, provide the bankruptcy chapter number, the court name and the docket number. Indicate the current status of the proceedings as "initiated," "pending" or "closed"

6.4 During the past three (3) years, has the bidder/offeror failed to file a tax return or pay taxes required by federal, state, District of Columbia or local laws?  Yes  No

If "Yes" to Subpart 6.4, provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the bidder/offeror failed to file/pay and the current status of the tax liability

6.5 During the past three (3) years, has the bidder/offeror failed to file a District of Columbia unemployment insurance return or failed to pay District of Columbia unemployment insurance?  Yes  No

If "Yes" to Subpart 6.5, provide the years the bidder/offeror failed to file the return or pay the insurance, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s)

6.6 During the past three (3) years, has the bidder/offeror failed to comply with any payment agreement with the Internal Revenue Service, the District of Columbia Office of Tax and Revenue and the Department of Employment Services?  Yes  No

If "Yes" to Subpart 6.6, provide the years the bidder/offeror failed to comply with the payment agreement, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s)

6.7 Indicate whether the bidder/offeror owes any outstanding debt to any state, federal or District of Columbia government.  Yes  No

If "Yes" to Subpart 6.7, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s)

6.8 During the past three (3) years, Has the bidder/offeror been audited by any government entity?  Yes  No

(a) If "Yes" to Subpart 6.8, did any audit of the bidder/offeror identify any significant deficiencies in internal controls, fraud or illegal acts; significant violations of provisions of contract or grant agreements; significant abuse; or any material disallowance?  Yes  No

(b) If "Yes" to Subpart 6.8(a), provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s)

**PART 7: CONTRACTOR PROCUREMENT ACTIVITY WITH THE DEPARTMENT**

7.1 What is your organization's Design Capacity (total labor hours) to conduct or pursue business with the Department of General Services (DGS) in the current fiscal year? Design capacity is calculated by multiplying the total number of company employees dedicated to a particular line of business by no more than 12 hours per day. Person's completing this form may be required to provide supporting documentation to substantiate allocable labor hours presented.

(a) Construction: \_\_\_\_\_ labor hours

(b) Non-Construction: \_\_\_\_\_ labor hours

7.2 In the table below, please list:

(1) The active contracts your organization currently holds with the Department of General Services, please include the contract number(s) as a part of your response, and

(2) The number of labor hours your organization has allocated to each active contract within the current fiscal year. (Note, if more entries are required, please list an attached addendum to this document).

Contract Number	Labor Hours Allocated

**PART 8: RESPONSE UPDATE REQUIREMENT**

8.1 In accordance with the requirement of Section 302(c) of the Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-353 02), the bidder/offeror shall update any response provided in Section I of this form during the term of this contract:

(a) Within sixty (60) days of a material change to a response; and

(b) Prior to the exercise of an option year contract

**PART 9: FREEDOM OF INFORMATION ACT (FOIA)**

9.1 Indicate whether the bidder/offeror asserts that any information provided in response to a question in Section I is exempt from disclosure under the District of Columbia Freedom of Information Act (FOIA), effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code §§ 2-531, et seq.) Include the question number(s) and explain the basis for the claim. (The District will determine whether such information is, in fact, exempt from FOIA at the time of request for disclosure under FOIA.)  Yes  No

**SECTION II. ADDITIONAL REQUIRED BIDDER/OFFEROR CERTIFICATIONS**

*Instructions for Section II: Section II contains four (4) parts. Part 1 requests information concerning District of Columbia employees. Part 2 applies to the bidder/offeror's pricing. Part 3 relates to equal employment opportunity requirements. Part 4 relates to First Source requirements.*

**PART 1. DISTRICT EMPLOYEES NOT TO BENEFIT**

The bidder/offeror certifies that:

1.2 No person listed in clause 13 of the Standard Contract Provisions, "District Employees Not To Benefit", will benefit from this contract.

1.3 The following person(s) listed in clause 13 of the Standard Contract Provisions may benefit from this contract. (For each person listed, attach the affidavit required by clause 13.)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

**PART 2: INDEPENDENT PRICE DETERMINATION REQUIREMENTS**

The bidder/offeror certifies that:

2.1 The signature of the bidder/offeror is considered to be a certification by the signatory that:

(a) The contract prices have been arrived at independently without, for the purpose of restricting competition, any consultation, communication or agreement

(i) Those prices;

(ii) The intention to submit a bid/proposal; or

(iii) The methods or factors used to calculate the prices in the contract.

(b) The prices in this contract have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid/proposal opening unless otherwise required by law; and

(c) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition

2.2 The signature on the bid/proposal is considered to be a certification by the signatory that the signatory:

(a) Is the person in the bidder's/offeror'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 2.1(a)(i) through (a)(iii) above; or

(b) Has been authorized, in writing, to act as an agent for the following principal in certifying that the principal has not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) 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 bidder's/offeror's organization]*

(i) As an authorized agent, certifies that the principals named in subparagraph 2.2(b) above have not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above; and

(ii) As an agent, has not participated and will not participate in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above

2.3 If the bidder/offeror deletes or modifies subparagraph 2.1(b) above, the bidder/offeror must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure

2.4 The Bidder/Offeror certifies that:

(a) There are no other entities related to it that are responding to or bidding on the subject solicitation or invitation to bid. Related entities include, but are not limited to, any entity that shares management positions, board positions, shareholders, or persons with a financial interest in the Bidder/Offeror

(b) There are no current or former owners, partners, officers, directors, principals, managers, employees or any persons with a financial interest in the Bidder/Offeror who have a financial interest in the request for proposal or invitation for bid or any asset, tangible or intangible, arising out of any contract or scope of work related to the request for proposal or invitation for bid

With regards to 2.4 (b), if the Bidder/Offeror has knowledge of such a financial interest, please provide a detailed explanation.

### **PART 3: EQUAL OPPORTUNITY OBLIGATIONS**

3.1 I hereby certify that I am fully aware of the contents of Mayor's Order 85-85 and the Office of Human Rights' regulations in Chapter 11 of the DCMR, and agree to comply with them while performing this contract.

### **PART 4: FIRST SOURCE OBLIGATIONS**

4.1 I hereby certify that I am fully aware of the requirements of the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84), and agree to enter into a First Source Employment Agreement with the Department of Employment Services if awarded any contract valued at \$300,000 or more which receives funds or resources from the District, or funds or resources which, in accordance with a federal grant or otherwise, is administered by the District government

4.2 I certify that the Initial Employment Plan submitted with my bid or proposal is true and accurate

### **SECTION III. BUY AMERICAN ACT CERTIFICATION**

*Instructions for Section III: Section III contains one (1) part which should only be completed if goods are being provided that are subject to the requirements of the Buy American Act.*

### **PART 1: BUY AMERICAN ACT COMPLIANCE**

1.1 The bidder/offeror certifies that each end product, except the end products listed below, is a domestic end product (as defined in Paragraph 23 of the Standard Contract Provisions, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced or manufactured outside the United States.

EXCLUDED END PRODUCTS

COUNTRY OF ORIGIN

### **SECTION IV. CERTIFICATION**

*Instruction for Section IV: This section must be completed by all bidder/offerors.*

I, [ \_\_\_\_\_ ], as the person authorized to sign these certifications, hereby certify that the information provided in this form is true and accurate.

Name [Print and sign]:	Telephone #:	Fax #:
Title:	Email Address:	
DUNS Number (If Applicable):		
Date:		
<p><i>The District of Columbia is hereby authorized to verify the above information with appropriate government authorities. Penalty for making false statements is a fine of not more than \$1,000.00, imprisonment for not more than 180 days, or both, as prescribed in D.C. Official Code § 22-2405. Penalty for false swearing is a fine of not more than \$2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code § 22-2404.</i></p>		