



DGS WEB POSTING REQUEST TEMPLATE

Solicitation

Use this template to prepare and organize landing page content for the DGS Agency Solicitations page on DC.Gov. Doing so will make content change requests to dgs.dc.gov as easy as "copy and paste".

Instructions

1. Create a "DGS Web Content" folder in your Documents folder for all DGS web templates. Create a shortcut of this folder and place on your desktop.
2. Save this "Solicitation" template as "DGS Web Posting Request Template (Solicitation)".
3. Enter the appropriate content in the fields, below to expedite creation of the Drupal-based "Event" (content type: Solicitation) page.
4. Proofread and double-check all dates in the Solicitation before OCRing.
5. OCR all PDF documents before sending (RFP, IFB, Attachment, Addendum, etc).
6. Email the completed template to your contact in the DGS IT Team.

Fields marked with an asterisk (*) are required. Please review all fields; just because a field is not required does not mean it should not be filled out.

Agency Name*

Department of General Services

Contact Info (Solicitation Contact's Name, Title, Agency or Business, Street Address, Email Address, and Phone Number)*

S.E. Ponds, Realty Program Specialist
DGS - Portfolio Division
2000 14th Street, NW – Eighth Floor
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Title of Solicitation*

Department on Disability Services Administrative Offices

Solicitation ID*

DGS-RFS-DDS-2015-02

Image (Optional)

N/A

Opening Date*/Issued Date

January 29, 2015

Deadline for Submission* (Bid Due Date)



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3:00 pm Thursday, March 5, 2015

Extension Date (If Applicable)

N/A

Full Description of Solicitation*

(One to three paragraphs) Enter the information to for the full description. Please use spell check. Also note the following web spelling rules: Dates need to be spelled out in full (ex: January 30, 2014). Times must be formatted as follows: 9 am, 12 pm (not noon), 8:30 pm, 8 am to 2:30 pm. Days of the week must be formatted as follows: Monday to Wednesday, Friday, and Sunday). Email addresses must be all lowercase. The proper way to abbreviate The District of Columbia is the same as for US State abbreviations: MD, VA, DC. Whenever NW, SW, NE, SW is used in an address, always separate the street address by a comma (ex: 200 I Street, SE, 5th Floor).

Introduction

The District of Columbia's Department of General Services (DGS) is seeking offers for office space that satisfy the criteria listed below. Responsive offers, among other things, should provide space that is contiguous within one building or a to-be-constructed building. The Department on Disability Services ("DDS") is the agency identified to initially occupy the proposed space.

Background

DDS is the District government agency that serves its residents who have disabilities and/or physical impairments. The Premises will be the new location of DDS's administrative offices. Further, the site must have accessibility features that are above and beyond those required by typical federal and local building codes. The building should be capable of providing unique ADA / Universal Design features that will allow DDS to succeed in their mission, and occupy a site that is an example for other agencies or organizations nationwide to emulate.



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CBE Preference/Market Type/Etc. (Y/N/and Type)*

N/A

Solicitation, Attachment(s) and/or Addendum(s)* (List all to be posted today, here)

Attach any documents (solicitation, attachments and addendums) as a PDF file. File titles should follow the examples below. When sending this template via email, please attach PDFs as separate files (not in zip files). We only will upload PDF files that have been OCRd and are less than 10MB in size. PDF files that have not been OCRd do not comply with the ADA Section 508 compliance (accessibility standards). Any files not OCRd cannot be posted.

See Attached PDF

Ward (If applicable) (Select all that apply by placing an "X" in front of each Ward.)

<input checked="" type="checkbox"/>	Ward 1	<input checked="" type="checkbox"/>	Ward 3	<input checked="" type="checkbox"/>	Ward 5	<input checked="" type="checkbox"/>	Ward 7
<input checked="" type="checkbox"/>	Ward 2	<input checked="" type="checkbox"/>	Ward 4	<input checked="" type="checkbox"/>	Ward 6	<input checked="" type="checkbox"/>	Ward 8

Topic(s)*

Select all that apply by placing an "X" in front of each topic.

<input type="checkbox"/>	Arts and culture	<input type="checkbox"/>	Budget and finance	<input type="checkbox"/>	Children and youth services
<input type="checkbox"/>	Community relations	<input type="checkbox"/>	Consumer protection	<input type="checkbox"/>	Contracts and procurement
<input type="checkbox"/>	Data, demographics and maps	<input type="checkbox"/>	Doing business in DC	<input checked="" type="checkbox"/>	Economic development and planning



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	Education and schools		Emergency preparedness	Environment and sustainability
	Feedback, complaints and appeals	x	Government	Grants and funding
x	Health and human services		History and tourism	Housing and property
	Jobs and employment		Laws, regulations and courts	Media and communications
	Official documents and records		Permits, licenses and certifications	Public safety
	Public works, sanitation and utilities		Science, technology and innovation	x Social services
	Sports, parks and recreation		Streets, public places and traffic	Taxes and payments
	Tickets and fines	x	Training and professional certification	Transportation and motor vehicles

DGS Authorizer*

Print Full Name of Authorizer: SE Ponds _____

Signed Initials: _____

Date Authorized: _____ (DD-MM-YYYY)

Special Comments or Instructions:



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