



WELCOME

Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

Comprehensive Janitorial and Related Supplemental Services for DYRS' New Beginnings (“NB”) Youth Development Center

Solicitation No.: [DCAM-21-NC-RFP-0001](#)

Wednesday, September 23, 2020 – 2:00 PM EST

DISCLAIMER



- **The information contained in this presentation is for informational purposes only.**
- **In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.**
- **Remarks and explanations during this conference do not qualify or amend the terms of the solicitation.**
- **Nothing stated at the pre-proposal conference shall change the solicitation unless the change is made by way of a written amendment.**

HOUSEKEEPING



- ✓ *Please send an email to dgs.goods-services@dc.gov confirming your attendance of todays Pre-proposal WebX – Include your Name and Contact information*
- ✓ Please mute your devices ***now***
- ✓ You may enable or disable your video feed based on your own preference
- ✓ Please reserve questions until the end of the presentation
- ✓ Feel free to chat with participants using the in-meeting chat function
- ✓ During the Q&A please activate the “Raised Hand Feature” and I will ask you to unmute to present your questions individually
- ✓ You may also send a question via the in-meeting chat function directly to host and or all participants
- ✓ This Pre-proposal slide-deck will be made available to the public via Addenda to the solicitation and posted to the Departments Solicitation landing page.
- ✓ As a reminder ***ALL*** verbal questions should be submitted to Contracts and Procurement for consideration and a formal response – dgs.goods-services@dc.gov

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
 - Executive Summary
 - Contract Type
 - Overview of SOW
- IV. Facility Site-visit/Walk-thru
- V. Explanation To Prospective Offerors
- VI. Proposal Submission Requirements
- VII. Evaluation Criteria
- VIII. Proposal Submission Method & Deadline



➤ Contracts and Procurement

- **Franklin Austin** Contracting Officer, CPPB & CPM
Contracts & Procurement
- **Kimberly Gray** Supervisory Contract Specialist
Contracting Officer, Goods & Services
- **Domonique L. Banks** Contract Specialist

➤ DYRS Program Staff

- **Dwayne Coley** Risk Management Specialist (COTR)
- **William Boberg** Program Manager
- **Porche Sidbury** Risk Manager

PROCUREMENT SCHEDULE



- **Issue Date:** Monday, September 14, 2020
- **Pre-Proposal Conference:** Wednesday, September 23, 2020
- **Last day for Questions:** Thursday, October 15, 2020
Questions shall be submitted by email to the following email address and labeled accordingly:
Email: dgs.goods-services@dc.gov
Subject: DCAM-21-NC-RFP-0001 Request for Proposal – Comprehensive Janitorial and Related Supplemental Services for DYRS' New Beginnings (“NB”) Youth Development Center
- **Proposal Submission Date:** **Section [L.7]** Monday, November 2, 2020 At 2:00 P.M. Electronic Submission via Email: DGS.GOODS-SERVICES@DC.GOV

Project Description and Key Elements



➤ Overview

- The District of Columbia Government (the “District”), by and through its Department of General Services, (“Department”) on behalf of the Department of Youth Rehabilitation Services (“DYRS”) is seeking a Contractor(s) to provide Comprehensive Janitorial and Related Supplemental Services for DYRS' New Beginnings (“NB”) Youth Development Center located at 8400 River Road Laurel, MD 20724.
- The Awarded Contractor shall provide the management, supervision, labor, materials, supplies, and equipment necessary to successfully and effectively provide janitorial and related supplemental services ensuring a clean, safe, and well-maintained facility for a Base Period (BP) and up to four (4) additional Option Year (OY) periods

➤ Type of Contract

- In accordance with 27 DCMR Chapter 24 the District contemplates award of a single Firm Fixed Price Contract with a cost reimbursement component to be paid on a Firm-fixed per Service and Time & Material Basis, for the specified supplemental janitorial services as defined in Section [B.4.1].

PROJECT DESCRIPTION *(Continued...)*



- DYRS' NB facility is located at 8400 River Road Laurel, MD 20724. NB is a 60-bed security residential facility which, provides the District's at-risk youth with 24-hour supervision, custody, and care. Services include diagnostic screenings, onsite medical care, individual and group counseling, education provided by the Maya Angelou Academy such as structured recreational activities, and family visits and engagement programs.
- The specifications herein are a statement of the minimum level of janitorial and housekeeping services standards of performance that the Contractor shall provide, and in so much the Contractor shall take all precautions and steps necessary to mitigate and reduce the spread and effect of an influenza-like epidemic and or an outbreak of a pandemic disease through diligent and comprehensive custodial/housekeeping operations. Further the Contractor's shall link their planned actions to the periods and phases established by the Center for Disease Control ("CDC") throughout an epidemic and or pandemic cycle.
- The requirements as described herein ***are not*** intended to represent the maximum performance levels or limitation of the effort the Contractor shall expend to accomplish the work. It is the District expectation that all functions of the janitorial and housekeeping services are inclusive, and the Contractor shall be held to standards of service as also reasonably inferred.
- Offerors should take care to review the ***ENTIRE*** RFP Solicitation Document assuring full understanding of the District's expectations and Terms & Conditions and Contractors will ***not*** be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

FACILITY SITE-VISIT/WALK-THRU



- Due to the current climate resulting from the global pandemic and in an effort to observe social distancing norms, the District is limiting the facility site-visitation/walk-thru to set and pre-arranged schedule visits.
 - Offeror's who wish to participate in a pre-arranged scheduled only facility walk-thru shall submit a formal written request by email as directed below. Due the District's and the CDC guidelines as it pertains to social distancing, the pre-schedule walk-throughs will be limited to participation of *only one (1) person per Company*; no exceptions will be granted in this respect.
 - *Upon receipt of an Offeror's Site-visit clearance request*; the Department will send a confirmation of the individuals schedule site-visit date and time. Please refer to **Section [L.5.3]** for all rules and regulations related to visiting the DYRS facility. Failure to comply will result in your inability to attend the walk-thru and the Department is not obligated to reschedule.

EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposed only and all questions must be formally submitted to the Department for an official response.
- **Questions shall be submitted by email to the following email address and labeled accordingly:**

Email: DGS.GOODS-SERVICES@DC.GOV

Subject: DCAM-21-NC-RFP-0001 Janitorial and Related Supplemental Services for DYRS' New Beginnings Youth Development Center Q&A (Attention: Domonique L. Banks)

Prospective Offerors shall submit any and all questions no later than ***close of business on Thursday, October 15, 2020 – nineteen (19) business days*** prior to the closing date and time indicated for this solicitation in **Section [L.7]**. The District may not consider any questions received less than ***twelve (12) days*** before the date set for submission of proposals. The District will furnish responses via addenda issued to the solicitation and posted to the Department's Solicitation Web page found at <https://dgs.dc.gov/page/dgs-solicitations>. An amendment to the solicitation will be issued only if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the Contract will not be binding.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each **Technical Proposal** must be organized and prepared as follows:

- a) Table of Contents;
- b) each page of the proposal must be numbered consecutively;
- c) Proposals shall be typewritten in 12-point font size;
- d) with each section separated (i.e., Relevant Experience and Past Performance of the Contractor and its Team; Relevant Experience of the Contractor's proposed Key Personnel and Staffing; and Daily Operations Management Plan);

Each **Price Proposal** must be organized and prepared as follows:

- a) Completed Price Schedule substantially in form of Attachment J.11

NOTE: In the opinion of the Department, any material deviations of this from, Attachment J.11, which is provided by the Department, shall be sufficient to render the proposal non-responsive and subject to exclusion from further evaluation in consideration of award.

PROPOSAL SUBMISSION REQUIREMENTS



➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

Each **Compliance Document** must be organized and prepared as follows and submitted as individual .pdf documents:

- a) Bidder/Offeror Certification – [Attachment J.4](#)
- b) DOES 1st Source Agreement – [Attachment J.5](#)
- c) DOES 1st Source Employment Plan – [Attachment J.6](#)
- d) DSLBD SubContracting Plan Form – [Attachment J.7](#)
- e) DOES EEO Policy and Report – [Attachment J.8](#)
- f) Certificate of District City-wide Clean Hands https://mytax.dc.gov/_/ – [Attachment J.9](#)
- g) Offerors' Past Performance Evaluation Form(s)- [Attachment J.10](#) - *The Offeror shall provide no less than three (3) Past Performance Evaluations from its clients where providing comparable relative and related services defined by this RFP.*

EVALUATION CRITERIA



➤ EVALUATION FOR AWARD (112 Points Maximum)

The contract will be awarded to the responsible Offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The criteria serve as the standard against which all proposals shall be evaluated and serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation. Each Offeror's proposal will be evaluated, and the Government will make a determination of the relevancy and confidence level using the scales in Table identified in **Section [M.3.1] Technical Rating Scale.**

➤ TECHNICAL RATING SCALE

NUMERIC RATING	ADJECTIVE	DESCRIPTION
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

EVALUATION CRITERIA



➤ TECHNICAL EVALUATION FACTORS (80 Points Maximum)

TECHNICAL EVALUATION FACTORS	POINTS
Factor A: Relevant Experience and Past Performance of Contractor and its Team	30
Factor B: Relevant Experience of the Contractor's Proposed Key Personnel & Staffing	30
Factor C: Daily Operations Management Plan	20
TOTAL MAXIMUM TECHNICAL POINTS AVAILABLE	80

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation category to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation category. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good," then the score for that evaluation category is 4/5 of 40 or 32.

If subcategories are applied, the offeror's total technical score will be determined by adding the offeror's score for each subfactor. For example, if an evaluation category has a point value range of zero (0) to forty (40) points, with two subcategories of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation category is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

EVALUATION CRITERIA



➤ TOTAL POINTS TECHNICAL, PRICE & CBE/SBE (112 Points Maximum)

Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
Criteria A: Technical Evaluation	80
Criteria B: Price	20
Criteria C: DSLBD CBE Preference Points	Up-to 12
TOTAL MAXIMUM POINTS ALLOWABLE	112

PROPOSAL SUBMISSION METHOD & DEADLINE



➤ **Electronic Proposal Submission:**

The procurement of these services will be conducted electronically; proposal shall be submitted via email to the Contract Specialist of record, Domonique L. Banks at DGS.GOODS-SERVICES@DC.GOV. To be considered, an Offeror shall submit all required attachments via email before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals will not be accepted.

All proposals, Volume I – Technical, Volume II – Price and all applicable Compliance Documents shall be submitted electronically, on or before the ***proposal submission due date, Monday, November 2, 2020 no later than 2:00 P.M. EST sharp***, via email to the following individuals in accordance with the submission requirements as outlined in **Section [L.2]** through **[L.3]**:

Contracts & Procurement Division:

Goods & Services Team

Email: dgs.goods-service@dc.gov

Subject Line:

DCAM-21-NC-RFP-0001 Janitorial and Related Supplemental Services for DYRS' New Beginnings Youth Development Center – “Company Name” (Attention: Domonique L. Banks).



QUESTIONS?



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