



# WELCOME

## Pre-Proposal Conference

REQUEST FOR PROPOSAL (RFP)

## Temporary Staffing Services (SBE Market only)

Solicitation No.: [DCAM-21-NC-RFP-0011](#)

Wednesday, February 24, 2021 – 11:00 AM 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 addendum.

# HOUSEKEEPING



- ✓ *Please send an email to [dgs.goods-services@dc.gov](mailto:dgs.goods-services@dc.gov) confirming your attendance of today's Pre-proposal WebX – Include your Name and Contact information*
- ✓ Please ensure your devices are on **mute**
- ✓ 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 utilize and submit all questions via the in-meeting chat function
- ✓ 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](mailto: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. Explanation To Prospective Offerors
- V. Proposal Submission Requirements
  - DSLBD Subcontracting Plan/Compliance Documents
- VI. Evaluation Criteria
- VII. Proposal Submission Method & Deadline

# INTRODUCTIONS



## ➤ Contracts and Procurement (“C&P”)

- **Kimberly Gray** Contracting Officer, Supervisory Contract Specialist
- **Kianna Shepherd** Contract Specialist

## ➤ Contracting Officer’s Technical Representatives

- **Kasmin Holt** Chief Special Projects Officer – COTR
- **Danielle Meadors** Deputy Chief Operating Officer
  
- **Dearrin Mickles** Administrative Support Specialist
- **Cameron Washington** Facility Operations Manager
- **Jamelle Tolson** Facility Operations Manager
- **Katrina Mitchell** Human Resource Manager
- **Shawn Townsend** Human Resource Officer

# PROCUREMENT SCHEDULE



- **Issue Date:** Friday February 19, 2021
- **Pre-Proposal Conference:** Wednesday February 24, 2021
- **Last day for Questions:** Friday, February 26, 2021  
Questions shall be submitted by email to the following email address and labeled accordingly:  
**Email:** [dgs.goods-services@dc.gov](mailto:dgs.goods-services@dc.gov)  
**Subject:** DCAM-21-NC-RFP-0011 Request for Proposal Temporary Staffing Services Award Group **A-C** (SBE Market only)
- **Proposal Submission Date:** **Section [L.4]** Monday, March 15, 2021 At 2:00 P.M. Electronic Submission via Email: [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV)  
**Attention: Kianna Shepherd**

# PROJECT DESCRIPTION AND KEY ELEMENTS



## ➤ Overview-Executive Summary

- The Department of General Services (the "District," "DGS" or "Department") is seeking to engage multiple firms (each a "Contractor") to provide temporary technical, non-technical, and skilled employment staffing services to various divisions within the Department on an as-needed basis commencing in the Fiscal Year 2021. Note, staffing assignments may be anywhere from one (1) day or one (1) week, while other assignments may last up to a year. The Department is looking for small business enterprise ("SBE") vendors certified by the Department of Small and Local Business Development ("DSLBD") to fulfill this need. The contractor(s) must have a record of delivering high quality temporary staffing with referrals in a timely manner who will follow the District's rules regarding the coronavirus ("COVID-19") of wearing appropriate facial coverings in the work place and/or other Personal Protective Equipment if needed and maintaining six feet distance from other colleagues at all possible times by practicing active social distancing.

# PROJECT DESCRIPTION AND KEY ELEMENTS



## ➤ Contract Type

- The Department contemplates award of multiple Indefinite Delivery, Indefinite Quantity (“IDIQ”) type Contracts based on fully loaded, **firm-fixed hourly labor rates**. The awarded IDIQ Contract(s) (“Contract(s)”) are for the services specified and effective for the period(s) stated.
- Award Groups
- Contract Award(s), if made, may be to multiple Contractors who submitted proposals for those items indicated by “Award Group”.

Award Group	DESCRIPTION
GROUP A	Non-Technical
GROUP B	Skilled
GROUP C	Technical



# OVERVIEW OF SOW



- The Department intends to award multiple firms to provide temporary staffing services to various DGS divisions on an as-needed basis. Temporary staffing services shall include technical, non-technical, and skilled employees, as defined in Section [C.5.1.] of the RFP.
- The scope of services outlined in this RFP represents an outline of the services which the Department anticipates the Contractor(s) will perform. **Section C.6** includes the minimum requirements for each position. The District does not typically provide detailed written job description when requesting temporary employees. In the event the District requires specific training, the Contractor(s) can require the District to provide a detailed written job description for these instances. If the Contractor(s) request specific alternative language to be included in the District's final contract, Contractor(s) must submit their desired response. Note, the aforementioned is at the discretion of the District to incorporate in the final language of the contract.
- *Offerors should take care to review the **ENTIRE** RFP Solicitation Document assuring full understanding of the District's expectations and Terms & Conditions. 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 fully acquainted with all information, schedules and liability concerning the services to be performed as provided by the District.*

# EXPLANATION TO PROSPECTIVE OFFERORS



- All questions and answers discussed during this WebX Conference are for discussion purposes only and all questions ***must be*** formally submitted to the Department by email for an official response.
- **Questions shall be submitted by email to the following email address and labeled accordingly:**
  - Email:** [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV)
  - Subject:** DCAM-21-NC-RFP-0011 Temporary Staffing Services Award Groups A thru C (SBE Market) (Attention: Kianna Shepherd)

If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question by email to the Contract Specialist, Kianna Shepherd at [DGS.GOODS-SERVICES@DC.GOV](mailto:DGS.GOODS-SERVICES@DC.GOV). The prospective Offeror should submit questions no later than ***close of business on Friday, February 26, 2021, ten (10) business days*** prior to the closing date and time indicated for this solicitation in Section [L.4]. The Department may not consider any questions received less than ten (10) business days before the date set for submission of proposals. The Department 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 addenda 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 Department officials before the award of the Contract will not be binding.

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

### MULTIPLE PROPOSAL SUBMISSIONS

Offerors may submit a proposal for one (1), or all Award Groups as seen fit; however, the Offeror shall do **all** of the following for its proposal submission(s) to be considered for evaluation and award:

- (i)* Offerors must provide a Technical Proposal and an individual Price Proposal for each Award Group it intends to be considered for evaluation and resulting award;
- (ii)* Offerors must propose firm-fixed loaded hourly services rates all Contract Line Item Numbers (CLIN) within a specific Award Group of which it intends to be considered for award. Failure to provide pricing for all CLIN's within an Award Group will result in a proposal being deemed non-responsive and removed from further evaluation in consideration of award.

*e.g. – Offeror X would like consideration for Award Group A and Award Group C – the Offeror shall provide a technical proposal that clearly demonstrated its capacity to provide services in both Award Groups A and C. Additionally, Offerors shall provide fully completed Price Schedule and compliance documents for both Award Groups A and Group C*

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ REQUEST FOR PROPOSAL SUBMISSION REQUIREMENTS:

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

- i. Table of Contents;
- ii. Proposals shall be typewritten in 12-point font size;
- iii. each section separated i.e.,
  1. Relevant Experience and Past Performance of the Contractor's and its Team;
  2. Relevant Experience of the Contractor's Proposed Key Personnel and Staffing;
  3. Daily Operations Management Plan

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

- a) Completed Price Schedule substantially in the form of ***Attachments J.11.A, J.11.B, & J.11.C***

**NOTE:** In the opinion of the Department, any material deviations of the forms, ***Attachment J.11.A, J.11.B, & J.11.C*** which are provided by the Department, shall be sufficient to render the proposal(s) 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:

- i. Bidder/Offeror Certification revised February 2020 – Attachment J.10
- ii. DOES 1st Source Agreement – Attachment J.4
- iii. DOES 1st Source Revised Employment Plan – Attachment J.9
- iv. DSLBD SubContracting Plan Form – Attachments J.8.A, J.8.B & J.8.C  
*One Subcontracting Plan must be submitted per Award Group for each bid over \$250,000.*
- v. DOES EEO Policy and Report – Attachment J.3
- vi. Certificate of District City-wide Clean Hands  
*In the past, District Agencies were able to access and run vendor Clean Hands Certification independently; however, that process changed as of April 15, 2020 and now the process requires the taxpayer to generate and provide the agencies with the Clean Hands Certificate from the OTR self-service portal located at – [mytax.dc.gov](https://mytax.dc.gov)*
- vii. Offerors' Past Performance Evaluation Form(s)- Attachment J.12 – The Offeror shall provide no less than three (3) Past Performance Evaluations from its clients as references for providing comparable relative and related services defined by this RFP.
- viii. Disclosure Form/ Confidentiality Form – Attachment J.15

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ DSLBD SUBCONTRACTING PLAN

- All construction & non-construction contracts for **government-assisted projects (agency contracts & private project with District subsidy)** over \$250,000, shall require at least 50% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.
- DSLBD SubContracting Plan Form – Attachment J.8.A, J.8.B & J.8.C  
*A separate Subcontracting Plan must be submitted for each Award Group with a price proposal over \$250,000.*

**NOTE:** The Subcontracting Plan must be **fully** and **accurately** completed. An incomplete plan shall be sufficient to render the proposal(s) non-responsive and subject to exclusion from further evaluation in consideration of award.

# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ DSLBD SUBCONTRACTING PLAN

- Example: The Contractor is a SBE and does not intend to subcontract a portion of the contract.



### SBE SUBCONTRACTING PLAN



**INSTRUCTIONS:** All construction & non-construction contracts for government-assisted projects (agency contracts & private project with District subsidy) over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

**SUBMISSION OF SBE SUBCONTRACTING PLAN:**

- ▲ For agency solicitations - submit to agency with bid/proposal.
- ▲ For agency options & extensions - submit to agency before option or extension exercised.
- ▲ For private projects - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

**CREDIT:** For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using its own organization and resources. COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.

**EXEMPTION:** If the Beneficiary (Prime Contractor or Developer) is a CBE and will perform the ENTIRE government-assisted project with its own organization and resources and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

**BENEFICIARY** (✓ which applies  Prime Contractor or  Developer) INFORMATION:

Company: XYZ COMPANY    Contact # DCAM-21-NC-RFP-0011    Email address: contractor@xyzcompany.co

Street Address: 111 1 ST NW Washington, DC 20009

✓ all that applies, Company is:

a SBE     a CBE     CBE Certification Number: 12345

WILL perform the ENTIRE agency contract or private project with its own organization and resources

WILL subcontract a portion of the agency contract or private project

Company's point of contact for agency contract or private project:

Point of Contact: JAHNA Doe    Title: CEO

Contact # (202)222-2222    Email address: JAHNA@XYZCOMPANY.CO

Street Address: 111 1 ST NW Washington, DC 20009

**GOVERNMENT-ASSISTED PROJECT** (✓ which applies  Agency Contract or  Private Project) INFORMATION:

AGENCY SOLICITATION	PRIVATE PROJECT
Solicitation Number: DCAM-21-NC-RFP-0011	District Subsidy: _____
Solicitation Due Date: 3-15-2021	Agency Providing Subsidy: _____
Agency: DGS	Amount of District Subsidy: _____
Total Dollar Amount of Contract: \$ 250,000	Date District Subsidy Provided: _____
*Design-Build must include total contract amount for both design and build phase of project.	Project Name: _____
35% of Total Dollar Amount of Contract: \$125,000 (50%)	Project Address: _____
Total Amount of All SBE/CBE subcontracts: \$0 (include every lower tier)	Total Development Project Budget: \$ _____ (include pre-construction and construction costs)
	35% of Total Development Project Budget: \$ _____
	Total Amount of All SBE/CBE subcontracts: \$ _____ (include every lower tier)

**SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):**

**SBE/ CBE SUBCONTRACTOR INFORMATION:** (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
		Select Tier	

Period of subcontract: \_\_\_\_\_

Prior to be paid to the SBE/CBE Subcontractor: \$ \_\_\_\_\_

SBE/ CBE Point of Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

✓ all that applies, Subcontractor is:

a SBE     a CBE     CBE Certification #: \_\_\_\_\_

SBE/CBE will perform the ENTIRE subcontract with its own organization and resources

SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)

**SBE/ CBE SUBCONTRACTOR INFORMATION:** (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
		Select Tier	





# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ DSLBD SUBCONTRACTING PLAN

- Example: The Contractor is a SBE and WILL subcontract a portion of the contract.



### SBE SUBCONTRACTING PLAN

**INSTRUCTIONS:** All construction & non-construction contracts for government-assisted projects (agency contracts & private project with District subsidy) over \$250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontracts at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

**SUBMISSION OF SBE SUBCONTRACTING PLAN:**

- ▲ For agency solicitations - submit to agency with bid/proposal.
- ▲ For agency options & extensions - submit to agency before option or extension exercised.
- ▲ For private projects - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

**CREDIT:** For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using its own organization and resources. COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.

**EXEMPTION:** If the Beneficiary (Prime Contractor or Developer) is a CBE and will perform the ENTIRE government-assisted project with its own organization and resources and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.



AGENCY SOLICITATION	PRIVATE PROJECT
Solicitation Number: DCAM-21-NC-RFP-0011	District Subsidy: _____
Solicitation Due Date: 3-15-2021	Agency Providing Subsidy: _____
Agency: DGS	Amount of District Subsidy: _____
Total Dollar Amount of Contract: \$ 250,000	Date District Subsidy Provided: _____
*Design-Build must include total contract amount for both design and build phase of project.	Project Name: _____
35% of Total Dollar Amount of Contract: \$125,000 (50%)	Project Address: _____
Total Amount of All SBE/CBE subcontracts: \$125,000 (include every lower tier)	Total Development Project Budget: \$ _____ (include pre-construction and construction costs)
	35% of Total Development Project Budget: \$ _____
	Total Amount of All SBE/CBE subcontracts: \$ _____ (include every lower tier)

### SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):

**SBE/ CBE SUBCONTRACTOR INFORMATION:** (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
ABC Inc	222 2nd Street NE Washington, DC 20002 (202)444-4444 INFO@ABC.COM	1 <sup>st</sup>	Janitorial Services
Period of subcontract: 6 months			SBE/ CBE Point of Contact
Price to be paid to the SBE/CBE Subcontractor: \$125,000			Name: John Doe
✓all that applies, Subcontractor is: <input checked="" type="checkbox"/> a SBE <input type="checkbox"/> a CBE <input type="checkbox"/> CBE Certification #:333333 <input checked="" type="checkbox"/> SBE/CBE will perform the ENTIRE subcontract with its own organization and resources <input type="checkbox"/> SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)			Title: Operations Officer
			Telephone Number:(202)444-4444
			Email Address:john@abc.com

**SBE/ CBE SUBCONTRACTOR INFORMATION:** (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

SBE/ CBE Company	Address/Telephone No./ Email	Subcontractor Tier (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	Description of Subcontract scope of work to be PERFORMED WITH SBE/CBEs OWN ORGANIZATION & RESOURCES
_____	_____	Select Tier	_____

**BENEFICIARY** (✓ which applies  Prime Contractor or  Developer) INFORMATION:

Company: XYZ COMPANY    Contact # DCAM-21-NC-RFP-0011    Email address: contractor@xyzcompany.co

Street Address: 111 1 ST NW Washington, DC 20009

✓ all that applies, Company is:

a SBE    a CBE    CBE Certification Number: 12345

WILL perform the ENTIRE agency contract or private project with its own organization and resources

WILL subcontract a portion of the agency contract or private project

Company's point of contact for agency contract or private project:

Point of Contact: Jahna Doe    Title: CEO

Contact # (202)222-2222    Email address: JAHNA@XYZCOMPANY.CO

Street Address: 111 1 ST NW Washington, DC 20009

**GOVERNMENT-ASSISTED PROJECT** (✓ which applies  Agency Contract or  Private Project) INFORMATION:



# PROPOSAL SUBMISSION REQUIREMENTS



The Department of General Services Presents:

## SUBCONTRACTING PLAN ONLINE BROWN BAG FOR DGS VENDORS

THURSDAY, FEBRUARY 25, 2021  
12PM - 1PM



## REGISTER TODAY!

Questions? Email: [dgs.cotradmin@dc.gov](mailto:dgs.cotradmin@dc.gov)



DGS Contracts and Procurement Division will be hosting a Brown Bag Session for Vendors who desire to submit bids/proposals for contracts which fall under the District Subcontracting Laws. The intent of this session is to provide clear instructions of how to properly submit a subcontracting plan. **This session is Highly encouraged for ALL Vendors (including CBEs/SBEs).** Please see the link for vendor registration:

<https://dcnet.webex.com/dcnet/j.php?RGID=r19fe83f88aa56fca8ce67964115277a8>



# PROPOSAL SUBMISSION REQUIREMENTS



## ➤ **First Source Agreement and Plan**

The First Source Law requires all beneficiaries of contractual agreements totaling \$300,000 or more to enter into a First Source Employment Agreement with the Department of Employment Services.

*Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011, effective February 24, 2012 (D.C. Law 19-84)*

### **Required Documents:**

- DOES 1st Source Agreement – Attachment J.4
- DOES 1st Source Revised Employment Plan – Attachment J.9

**NOTE:** The First Source documents must be fully and accurately completed. Incomplete documents shall be sufficient to render the proposal(s) non-responsive and subject to exclusion from further evaluation in consideration of award.

# EVALUATION CRITERIA



## ➤ EVALUATION FOR AWARD (112 Points Maximum)

The Evaluation Criteria set forth below has been developed by the Department's technical personnel and is tailored to the requirements of this RFP. The criteria serves as the standard against which all proposals shall be evaluated and serves 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 Department will make a determination of the relevancy and confidence level using the scales in Table identified in **Section [M.3.1] (of the RFP document)**. While the Department will strive for maximum objectivity, the evaluation process, by its nature, is subjective; therefore, professional judgment is implicit throughout the selection process. The Offerors that provide the best value to the District are based on the results of the evaluation criteria described in **Section [M]** which outlines the evaluation factors.

## ➤ TECHNICAL CRITERIA

CRITERIA	POINTS
<b>Factor A:</b> Past Performance Evaluation	5
<b>Factor B:</b> Relative Experience	25
<b>Factor C:</b> Project Team Qualifications and Resumes	10
<b>Factor D:</b> Proposed Work Plan	40
<b>Total Maximum Technical Points</b>	80

# EVALUATION CRITERIA



## ➤ 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.

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
<b>Criteria A:</b> Technical Evaluation	80
<b>Criteria B:</b> Price	20
<b>Criteria C:</b> DSLBD CBE Preference Points	Up-to 12
<b>TOTAL MAXIMUM POINTS ALLOWABLE</b>	<b>112</b>

# 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, Kianna Shepherd at [DGS.GOODS-SERVICES@DC.GOV](mailto: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, March 15, 2021 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. NOTE the maximum size of an email submission and its attachments may not exceed 25M.** Offerors may submit multiple emails as so long as all submission documents are sent and received by the Department before the submission closing date and time.

### **Contracts & Procurement Division:**

Goods & Services Team

**Email:** [dgs.goods-service@dc.gov](mailto:dgs.goods-service@dc.gov)

### **Subject Line:**

DCAM-21-NC-RFP-0011 Temporary Staffing Services Award Group A, B, & C (Set-Aside Market)  
[Attention: Kianna Shepherd].





# QUESTIONS?



# Connect with DGS!



**Contact: [DGS@dc.gov](mailto:DGS@dc.gov)**



**Facebook: [www.facebook.com/dcdg](http://www.facebook.com/dcdg)**



**Twitter: [www.twitter.com/dcdg](http://www.twitter.com/dcdg)**



**Instagram: [www.instagram.com/dcdg](http://www.instagram.com/dcdg)**



@dcdg

