



WELCOME

Pre-Proposal Conference

Request for Proposal (“RFP”)

COMPREHENSIVE IT ASSESSMENT SERVICES

Solicitation No.: [DCAM-23-NC-RFP-0003](#)

Wednesday, March 2, 2023 – 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 addendum.

HOUSEKEEPING



- ✓ The system automatically mutes all participants as they enter the meeting to ensure optimal performance during the Webex presentation.
- ✓ 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 period we will 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 via the Vendor Submission Portal.

MEETING AGENDA



- I. Introductions
- II. Procurement Schedule
- III. Project Description and Key Elements
- IV. Requirements Solicitation Market
- V. Scope of Work and Background
- VI. Contract Pricing
- VII. Instructions, Conditions and Notices to Offerors
- VIII. Explanation to Prospective Bidders
- IX. Electronic Proposal Submission
- X. Q&A



➤ Contracts and Procurement (“C&P”)

- **George G. Lewis, CPPO** Chief of Contracts & Procurement
Chief Procurement Officer
- **Eric Njonjio** Deputy Director, Contracts and Procurement
- **Domonique L. Banks** Contracting Officer
Supervisory, Contract Specialist
- **Keith Giles** Contract Specialist

➤ Information Technology Division (“IT”)

- **Ian Williams** Chief Information Officer
- **Paula Tatum** Deputy CIO
Contracting Officer Technical Representative
(COTR)

PROCUREMENT SCHEDULE



- **Issue Date:** Friday, February 24, 2023
- **Pre-Proposal Conference:** Thursday, March 2, 2023, at 2:00PM EST
- **Last day for Questions:** [Monday, March 6, 2023](#)
Questions shall be submitted via the Vendor Bid/Proposal Submission Portal.

Vendor Bid/Proposal Submission Portal:
<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>
- Subject:** DCAM-23-NC-RFP-0003 Comprehensive IT Assessment Services
- **Proposal Submission Date:** Section [L.13] [Monday, March 27, 2023, at 10:00 A.M.](#)

PROJECT DESCRIPTION AND KEY ELEMENTS



➤ Overview

The Department seeks to engage a single qualified Contractor to provide comprehensive IT assessment services under Special Item Number (SINS) 9582300 (Computer Management Services), 9204700 (Support Services, Computer), 9182800 (Computer Hardware Consulting), 9182900 (Computer Software Consulting) and, 9183000 (Computer Network Consulting).

➤ Type of Contract

The Department contemplates the award of a single Fixed-Price type contract in accordance with Title 27 DCMR Chapter 47, Section 4712 and Title 27 DCMR Section 2402 FIXED-PRICE CONTRACT based on firm, fixed, and fully loaded direct labor hourly rates identified under CLINs 0001 - 0004.

➤ Term of Contract

The awarded Contractor shall provide all management, tools, supplies, travel to and from work sites, and all else necessary to successfully provide the comprehensive IT assessment services for the DGS Chief Information Officer as contemplated hereunder. The proposed Contract will have 12-month term beginning date of award through one (1)-year thereafter



➤ Designation of the Solicitation for the Small Business Set-aside Market only

This RFP is designated for certified small business enterprises (“SBEs”) under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 et seq., as amended. Thus, ***ONLY Offerors that are certified by the District of Columbia Department of Small and Local Business Development (“DSLBD”) as SBEs and registered under one or more of the following NIGP categories, at the time of the Proposal Submission Deadline are eligible to participate and be evaluated for award:***

1. (9582300) Computer Management Services,
2. (9204700) Support Services, Computer,
3. (9182800) Computer Hardware Consulting,
4. (9182900) Computer Software Consulting and,
5. (9183000) Computer Network Consulting

SCOPE OF WORK & BACKGROUND



➤ Scope of Work

In general, the Contractor will conduct a comprehensive IT assessment, provide implementation support, develop a 5-year Information Technology strategic plan, and review existing data to create templates for executive level visualizations, which will help identify gaps in the agency. The goal and results of this project is intended to propel the mission of the agency.

➤ Background

The DGS Information Technology Division (DGS IT) falls under the leadership of the Office of the Director. The DGS IT is comprised of six (6) staff members: Chief Information Officer, Deputy Chief Information Officer, one (1) network and server administrator and three (3) Information Technology Specialists. In addition, there are three (3) DGS IT contractors who provide technology field support.

DGS IT Mission is to provide the tools, information and operational resources required to assist the user community in removing obstacles hindering optimal performance.

DGS IT Vision is to create a culture of excellence and customer service through innovation, optimization of communication and customer services values. Our Division will maintain a strong relationship with all DGS Division, customers and partners.

CONTRACT PRICING



➤ Price / Labor Rate Schedule

The firm, fixed direct labor hourly rates for the assessment services contemplated herein shall be the Contractor's sole method of compensation and as such, shall be sufficient to cover all service requirements and expenses necessary to complete the project in full, including, but not limited to, all labor, supplies, tools, equipment, transportation, travel to and from work sites, per diem, subcontractor cost, overhead, profit, insurance coverage and provisions as required in **Section [I.14]**, including all else necessary, as is reasonably inferred, to perform all work in accordance with the deliverables to provide the District with safe and proper provision of required services describe herein.

CLIN	LABOR CATEGORY	EST HOURS	UOM	LABOR RATED (BID)	EXTENDED TOTAL
0001	Project Manager/ Lead Consultant	<i>OFFEROR TO PROPOSE</i>	EA	<i>OFFEROR TO PROPOSE</i>	AUTO CALCULATED
0002	Business Analyst	<i>OFFEROR TO PROPOSE</i>	EA	<i>OFFEROR TO PROPOSE</i>	AUTO CALCULATED
0002	Senior Systems Architect	<i>OFFEROR TO PROPOSE</i>	EA	<i>OFFEROR TO PROPOSE</i>	AUTO CALCULATED
0004	Technical Systems Analyst	<i>OFFEROR TO PROPOSE</i>	EA	<i>OFFEROR TO PROPOSE</i>	AUTO CALCULATED

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ **Contract Award**

The Department intends to award a single Contract to the responsive and responsible Offeror whose offer conforms to the solicitation and will be most advantageous to the Department, in accordance with D.C. Official Code § 2-354.03, cost or price, technical and other factors, specified elsewhere in this solicitation shall be considered.

➤ **Section M.4 Technical Evaluation Factors**

These factors consider the Offeror's experience, past performance, key personnel, and proposed business operations model used in performing services similar to the required services as described in Section [C]. These factors include an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction with the Offeror's performance.

TECHNICAL EVALUATION FACTORS	POINTS
Factor A The firms relative experience and past performance	20
Factor B Relative experience of key personnel	30
Factor C General requirements and technical approach	30
TOTAL MAXIMUM TECHNICAL POINTS AVAILABLE	80

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ 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.

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ **General Standards of Responsibility**

The prospective contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the District.

To be determined responsible, a prospective contractor must demonstrate:

- Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- ✓ Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;
- ✓ Has a satisfactory performance record;
- ✓ Has a satisfactory record of integrity and business ethics;
- ✓ Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ General Standards of Responsibility (Cont...)

Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;

- ✓ Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.*;
- ✓ Has, or can obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- ✓ Has, or can obtain, the necessary production, construction, technical equipment, and facilities;
- ✓ Has not exhibited a pattern of overcharging the District;
- ✓ Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- ✓ Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ Proposal Organization, Content & Submission Requirements

This solicitation will be conducted electronically using the Departments QuickBase Contracts and Procurement Submission Portal (“QBSP”). To be considered, an Offeror must submit the required attachments via the QBSP system before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals **will not be accepted**.

➤ Technical Proposal Organization

- i. Table of Contents;
- ii. Each page of the proposal shall be numbered consecutively;
- iii. Proposals shall be typewritten in 12-point font size; with each section separated (i.e., (i) Relative Experience and Past Performance, (ii) Relevant Experience of Key Personnel and (iii) General Requirements and Technical Approach.
- iv. Offerors’ Past Performance Client Evaluation Forms – Attachment A.10

INSTRUCTION, CONDITIONS & NOTICES TO OFFERORS



➤ Price Proposal Organization, Content & Submission Requirements

Offerors shall complete the Price Schedule substantially in form of **Exhibit E.4**

- a) The Offeror shall provide pricing for all CLINs including those CLINs identified. Failure to provide pricing for all CLINs as order herein shall be sufficient to render an Offerors' proposal nonresponsive and thereby may be excluded from further evaluation related to a potential contract award.
- b) The Offeror shall submit its Price Proposal **Exhibit E.4** in the MS Excel document format only.

➤ Compliance Document Organization, Content & Submission Requirements

The Offeror shall complete in their entirety the following compliance documents and submit as a complete package.

- a) Bidder/Offeror Certification – *Attachment A.1*
- b) DOES 1St Source Agreement – *Attachment A.2*
- c) DOES 1St Source Employment Plan – *Attachment A.3*
- d) DSLBD SubContracting Plan Form – *Attachment A.4*
- e) DOES EEO Policy and Report – *Attachment A.5*
- f) Certificate of District City-wide Clean Hands https://mytax.dc.gov/_/ – *Attachment A.6*
- g) Valid (active) Business License *Attachment A.7*
- h) Campaign Finance Reform Contractor Self-Certification Form *Attachment A.9*

EXPLANATION TO PROSPECTIVE OFFERORS



➤ 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 for an official response.

Questions shall be submitted via the Vendor Submission Portal and labeled accordingly:

Vendor Submission Portal:

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Contract Specialist: Keith Giles

Subject: DCAM-23-NC-RFP-0003 | Comprehensive IT Assessment services
(Attention: Keith Giles)

Any questions relating to this solicitation shall be submitted to the attention of Contract Specialist, Keith Giles through the Department's QBSP system (Instructions for use of the portal can be found in **Attachment A8** no later than close of business on **Monday, March 6, 2023**, twenty-two (22)-days prior to the closing date and time indicated for this solicitation in **Section [L.4.1.4]**. 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 Offerors.

ELECTRONIC PROPOSAL SUBMISSION



➤ Electronic Proposal Submission

Proposals must be fully uploaded into the Department's QBSP system no later than the closing date and time specified. The Department will not consider late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time.

Proposals must be submitted into the Department's QBSP system (Submission Instruction – Attachment A.8) no later than **10:00 a.m. on Monday March 27, 2023**

Vendor Submission Portal:

<https://octo.quickbase.com/db/bq7rujdk2?a=dbpage&pageID=2>

Solicitation ID:

DCAM-23-NC-RFP-0003

Project Name:

Comprehensive IT Assessment Services

Designated Senior Contract Specialist:

Keith Giles



QUESTIONS?



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Contact: DGS@dc.gov



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Instagram: www.instagram.com/dcdggs



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