



WELCOME

Pre-Proposal Conference

Strategic Management Consulting Services

Solicitation No. DCAM-23-NC-RFP-0006

February 2, 2023

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 the Contracting Officer by a written amendment.

REMINDERS



- Sign-in
- Mute audio settings
- Disable video feed
- Reserve questions until end of presentation
- Activate “raised hand feature” during Q&A
- In-meeting chat function to host and/or all participants
- All verbal questions are to be submitted to Contract Specialist for a formal response.

AGENDA



- Introductions
- Purpose
- Procurement Schedule
- Project Description
- Proposal Submission Requirements
- Evaluation Criteria
- Q&A

INTRODUCTIONS



➤ **Contracts and Procurement Division**

- Domonique Banks Contracting Officer
- Karen Araujo Senior Contract Specialist

➤ **Office of the Director**

- Abideen Onigbanjo Special Assistant

PURPOSE



- To inform potential offerors about the RFP
- To provide potential offerors clarity and direction as it relates to the RFP
- Offer potential offerors a platform to discuss and ask questions

PROCUREMENT SCHEDULE



- **Issue Date:** January 26, 2023
- **Pre-Proposal Conference:** February 2, 2023, at 11:00 a.m.
- **Last day for Questions:** February 9, by close of business
- **Proposal Due Date:** February 27, 2023, at 10:00 a.m.

PROJECT DESCRIPTION



➤ Overview

- CBE Set-Aside Participation
- ID/IQ Contract; task order driven
- Department intends to award up to three (3) ID/IQ Contracts.
- ID/IQ contract(s) is for a Base Period and up to four (4) additional option years.

➤ Strategic Management Consulting Services

- Qualified contractors with consulting experience to assist the agency in planning and implementing organizational changes, establishing performance management systems, strategic planning, and leadership development.
- Services will be on an as-needed basis (ID/IQ Contracts) and task order(s) will be issued as projects and tasks arise based on the need of each division.

PROJECT DESCRIPTION



➤ CBE Set-Aside Participation

- This RFP is designated for Certified Business Enterprise (CBE) offerors 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.
- Offerors that are found to be non-CBEs at the time of the proposal due date will be deemed non-responsive and their submission will not be considered.

➤ Joint Venture Exclusion

- Pursuant to DC Code §§2-218.02 (1D) – (1E) and 2-218.39a, a joint venture is not a CBE; therefore, certified joint ventures are excluded from responding to this RFP.

PROPOSAL SUBMISSION REQUIREMENTS



- Proposals are due on **February 27, 2023, no later than 10:00 a.m.** via electronic submission using the Quickbase Contracts and Procurement Submission Portal.
- Refer to Section L and M of the RFP and *Exhibit J.6* (Vendor Submission Portal Instructions).
- Technical proposal must clearly demonstrate capacity to provide services.
- **Proposal Organization and Content**
 - Refer to Section L.2 of the RFP
 - All attachments shall be submitted as a .pdf, with exception of Price-Cost Proposal, which is to be submitted as excel format.
 - Label each attachment, i.e., “technical proposal”, “price-cost proposal”, “compliance documents package.”

PROPOSAL SUBMISSION REQUIREMENTS



- **Technical Proposal**
 - Table of Contents
 - Pages must be numbered consecutively
 - Proposal typewritten in 12-point font size
 - Submitted in organized manner:
 - Technical Approach
 - Team Member Technical Expertise
 - Relevant Past Experience
 - Past Performance Evaluation Forms (*Attachment G*)
- **Price-Cost Proposal**
 - Complete in form of *Exhibit J.4* (excel).
- **Compliance Documents Package**
- **Vendor Submission Portal**

PROPOSAL SUBMISSION REQUIREMENTS



➤ Price Schedule (Exhibit J.4)

TYPE OFFEROR NAME HERE

BASE PERIOD

OFFEROR

CLIN	DESCRIPTION OF SERVICES	ESTIMATED HOURS	UOM	RATE HOURLY/FIXED	ESTIMATED PRICE
0001	LEAD CONSULTANT	1,496	HOURLY		\$ -
0002	SENIOR CONSULTANT	1,496	HOURLY		\$ -
0003	ASSOCIATE CONSULTANT	1,496	HOURLY		\$ -
0004	RESEARCH & ANALYST CONSULTANT	1,496	HOURLY		\$ -
TOTAL BASE PERIOD ESTIMATED PRICE					\$ -

TYPE OFFEROR NAME HERE

OY1

OFFEROR

CLIN	DESCRIPTION OF SERVICES	ESTIMATED HOURS	UOM	RATE HOURLY/FIXED	ESTIMATED PRICE
1001	LEAD CONSULTANT	2,080	HOURLY		\$ -
1002	SENIOR CONSULTANT	2,080	HOURLY		\$ -
1003	ASSOCIATE CONSULTANT	2,080	HOURLY		\$ -
1004	RESEARCH & ANALYST CONSULTANT	2,080	HOURLY		\$ -
TOTAL OY1 ESTIMATED PRICE					\$ -

PROPOSAL SUBMISSION REQUIREMENTS



➤ Price Schedule (Exhibit J.4)

GRAND-TOTAL PRICE

CLINS	DESCRIPTION OF SERVICES	BASE PERIOD	OPTION YR 1	OPTION YR 2	OPTION YR 3	OPTION YR 4
0001-4001	LEAD CONSULTANT	\$ -	\$ -	\$ -	\$ -	\$ -
0002-4002	SENIOR CONSULTANT	\$ -	\$ -	\$ -	\$ -	\$ -
0003-4003	ASSOCIATE CONSULTANT	\$ -	\$ -	\$ -	\$ -	\$ -
0004-4004	RESEARCH & ANALYST CONSULTANT	\$ -	\$ -	\$ -	\$ -	\$ -
ESTIMATED PRICE		\$ -	\$ -	\$ -	\$ -	\$ -

GRAND TOTAL OF ALL PERIODS (BP,OY1,OY2,OY3,OY4) ESTIMATED PRICE \$ -

PROPOSAL SUBMISSION REQUIREMENTS



- **DSLBD SBE Subcontracting Form (via Task Order)**
 - Fully and accurately completed
 - Failure to do so may be sufficient to render proposal non-responsive

- **DOES First Source Employment Agreement & Plan (via Task Order)**
 - Must be accepted by DOES prior to start of services
 - Contracts valued at \$300,000 or more

- **Insurance Requirements**
 - Certificate of Insurance (COI) must be submitted within 7-10 business days from Notice of Award
 - ORM must approve COI prior to execution of Contract

- **Campaign Finance Reform Amendment of 2018**
 - Contractor Self Certification Form

EVALUATION CRITERIA



- **Technical Evaluation Factors**
 - Factor A: Technical Approach 30 points
 - Factor B: Team Member Technical Expertise 25 points
 - Factor C: Relevant Past Experience 25 points
 - Total Maximum Technical Points Allowable 80 points

- **Price** 20 points

- **CBE Preference Points** up to 12 points

- **Total Possible Points** **112 points Max**

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.



QUESTIONS?



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