Exhibit A

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

Contracts and Procurement

Request for Proposals ("RFP")
Citywide Integrated Pest Management (IPM) Services
Solicitation No. DCAM-18-NC-0011
Pre-Proposal Conference
Tuesday, October 24, 2017 @ 1:00 P.M. EST

AGENDA

1. **Welcome/Introductions**
   - Contracts & Procurement
   - Facilities Management Program Team

2. **Procurement Schedule**
   - Issue RFP ..... October 18, 2017
   - Pre-proposal Conference..... Tuesday, October 24, 2017 at 1:00 P.M.
   - Last Day for Questions/Clarifications..... Friday, October 27, 2017
   - Site Visits..... See Item No. 6 Below
   - Proposals Due ..... Thursday, November 9, 2017 by 10:00 A.M. **(Section L.3.1)**

3. **Project Description**
   - Open Market Participation
   - Three (3) Groups: (i) Group A: Shelters, OSSE, Municipals; (ii) Group B: FEMS & DPR; (iii) Group C: DCPS
   - Routine Monthly Inspections & Treatments and Supplemental Treatment Services
   - Canine Rat Sensing Dogs

4. **Proposal Submission Requirements** **(Section L)**
   - The Technical Proposals and Price Proposals are to be individual submissions
   - One (1) identifiable Original proposal and three (3) hard copies for both the Technical and Price Proposals
   - Proposals should be on 8.5 x 11" paper; original proposals shall be single-sided and copies may be double sided
   - Include a USB Flash Drive with soft copies of both the Technical Proposal and Price Proposal.
     - The electronic Price Proposal submission must be in an MS Excel file
   - Separately Package Technical Proposals and Price Proposal in sealed envelopes conspicuously marked:
     - DCAM-18-NC-0011 Technical Proposal – Citywide Integrated Pest Management Services
     - DCAM-18-NC-0011 Price Proposal – Citywide Integrated Pest Management Services

5. Evaluation Criteria **(Section M)**

- Relative Experience & Past Performance of Team (20)
- Relative Experience of Key Personnel (20)
- Project Management Plan (40)
- Price (20)
- Up-to (12) CBE Preference Points

6. Site Visits/Walk-thru **(Section B.2)**

- Schedule for Site Inspections:
  - *Tuesday, October 24, 2017 at 3:30 PM – Ballou HS*
  - *Wednesday, October 25, 2017 at 11:00 AM – Patricia Handy Shelter*
  - *Wednesday, October 25, 2017 at 1:00 PM – Washington Sr. Wellness Center*
  - *Thursday, October 26, 2017 at 11:00 AM – Engine 9*
  - *Thursday, October 26, 2017 at 1:00 PM – Banneker Recreation Center*
- Contractors should email COTRs to confirm site visit attendance
- DGS requests no more than two (2) representatives per Contractor
- Access to the site will require a valid government ID (i.e. state license, state ID, etc.)

7. Questions

- Note: Verbal answers provided at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted by potential Offerors in writing no later than October 27, 2017 in order to generate an official answer. Official answers will be issued by an Addendum to this RFP and posted on the DGS website at www.dgs.dc.gov.

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