



DGS WEB POSTING REQUEST TEMPLATE

Solicitation

Use this template to prepare and organize landing page content for the DGS Agency Solicitations page on DC.Gov. Doing so will make content change requests to dgs.dc.gov as easy as "copy and paste".

Instructions

1. Create a "DGS Web Content" folder in your Documents folder for all DGS web templates. Create a shortcut of this folder and place on your desktop.
2. Save this "Solicitation" template as "DGS Web Posting Request Template (Solicitation)".
3. Enter the appropriate content in the fields, below to expedite creation of the Drupal-based "Event" (content type: Solicitation) page.
4. Proofread and double-check all dates in the Solicitation before OCRing.
5. OCR all PDF documents before sending (RFP, IFB, Attachment, Addendum, etc).
6. Email the completed template to your contact in the DGS IT Team.

Fields marked with an asterisk (*) are required. Please review all fields; just because a field is not required does not mean it should not be filled out.

Agency Name*

District of Columbia Department of General Services

Contact Info (Solicitation Contact's Name, Title, Agency or Business, Street Address, Email Address, and Phone Number)*

Tom Bridenbaugh
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1400 K Street, NW
Suite 1000
Washington, D.C. 20005
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Phone: (202) 434-9100

Title of Solicitation*

RFP for Design-Build Services – Johnson Middle School

Solicitation ID*

DCAM-15-CS-0072

Image (Optional)

List images here:

Save the image as a PNG file type. Make sure you only use lowercase letters. Do not use spaces between characters; instead use underscores. Please choose high-res images. Image file sizes must be below 10MB or they will not upload to Drupal.

Opening Date*/Issued Date

Deadline for Submission* (Bid Due Date)

January 9, 2015



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Extension Date (If Applicable)

N/A

Full Description of Solicitation*

(One to three paragraphs) Enter the information to for the full description. Please use spell check. Also note the following web spelling rules: Dates need to be spelled out in full (ex: January 30, 2014). Times must be formatted as follows: 9 am, 12 pm (not noon), 8:30 pm, 8 am to 2:30 pm. Days of the week must be formatted as follows: Monday to Wednesday, Friday, and Sunday). Email addresses must be all lowercase. The proper way to abbreviate The District of Columbia is the same as for US State abbreviations: MD, VA, DC. Whenever NW, SW, NE, SW is used in an address, always separate the street address by a comma (ex: 200 I Street, SE, 5th Floor).

CBE Preference/Market Type/Etc. (Y/N/and Type)*

Yes; Preference points available.

Solicitation, Attachment(s) and/or Addendum(s)* (List all to be posted today, here)

Attach any documents (solicitation, attachments and addendums) as a PDF file. File titles should follow the examples below. When sending this template via email, please attach PDFs as separate files (not in zip files). We only will upload PDF files that have been OCRd and are less than 10MB in size. PDF files that have not been OCRd do not comply with the ADA Section 508 compliance (accessibility standards). Any files not OCRd cannot be posted.



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Addendum 2

Ward (If applicable) *(Select all that apply by placing an "X" in front of each Ward.)*

Ward 1	Ward 3	Ward 5	Ward 7
Ward 2	Ward 4	Ward 6	Ward 8

Topic(s)*

Select all that apply by placing an "X" in front of each topic.

	Arts and culture	Budget and finance		Children and youth services
	Community relations	Consumer protection	X	Contracts and procurement
	Data, demographics and maps	Doing business in DC		Economic development and planning
X	Education and schools	Emergency preparedness		Environment and sustainability
	Feedback, complaints and appeals	Government		Grants and funding
	Health and human services	History and tourism		Housing and property
	Jobs and employment	Laws, regulations and courts		Media and communications



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Official documents and records	Permits, licenses and certifications	Public safety
Public works, sanitation and utilities	Science, technology and innovation	Social services
Sports, parks and recreation	Streets, public places and traffic	Taxes and payments
Tickets and fines	Training and professional certification	Transportation and motor vehicles

DGS Authorizer*

Print Full Name of Authorizer: JW Lauer

Signed Initials: JW-L

Date Authorized: 12-31-14 (DD-MM-YYYY)

Special Comments or Instructions:
