



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR PROPOSALS
for
ELECTRICITY SUPPLY AND SERVICE**

**Solicitation Number:
DCAM-15-NC-0119**

**Proposal Due Date:
April 1, 2015 by 2:00 local time**

Contact:

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A. Executive Summary

The DC Department of General Services (“DGS” or the “Department”) is issuing this request for proposals to engage a District of Columbia licensed electric supply service provider (the “Supplier”) to assist the Department by providing electricity through short-term and long-term electricity supply contracts. On an annual basis, the Department purchases on the behalf of the District of Columbia government approximately 400,000 MWh of electricity. As the District furthers its efforts to reduce its carbon footprint and implement environmentally sustainable practices, the Department expects to begin receiving power from a wind farm located in Pennsylvania in the spring of 2015. It is expected that the wind farm will generate on an annual basis power sufficient to cover approximately 35% of the Department’s needs. The Department also expects to receive power from on-site PV systems in the next 12 to 18 months and expects that solar installations will generate approximately 3.5% of the Department’s power needs on an annual basis.

In light of the Department’s green power sources identified above and in order to more actively manage its electricity requirements, the Department, in consultation with its energy consultant, EnerNOC, Inc. (the “Energy Advisor”), has developed an electricity procurement strategy based on managing the component costs of power associated with all of its accounts and contemplates using a block/index approach supply strategy to be supplemented by physical wind purchases and capacity management.

In general, through this RFP, the Department seeks to engage a Supplier to work with the Department and its Energy Advisor in implementing its energy policy and procurement strategy. In general, it is anticipated that the selected Supplier will be required to undertake the following:

- Establish a dedicated PJM subaccount through which to deliver energy to all enrolled DGS retail electric accounts, to purchase electricity from PJM wholesale providers, and to receive third-party deliveries to which DGS may commit.
- Request and receive quotes for blocks of electricity as and when directed by the Department, and consummate bilateral transactions based on such quotes as directed by the Department and other bilateral transactions with wholesale suppliers as directed by the Department.
- Receive, retire, and/or sell RECs for which DGS has already contracted or may need to acquire in order to meet RPS or similar REC requirements or otherwise elects to purchase.
- Manage retail billing of and issuing a monthly retail statement for the DGS Accounts and providing monthly reports on billing.

DGS is seeking a single Supplier which can serve the electricity supply needs of all DGS facilities, working in close coordination with DGS and the Energy Advisor. The Supplier must be a Licensed Electric Generation Supplier listed with the District of Columbia Public Service Commission.

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A.1 Costs and Fees; Contract Structure

The Department intends to enter into a cost-plus fixed fee type contract with a not-to-exceed amount. Under this arrangement, all direct, third-party costs associated with the DGS Subaccount shall be reimbursed at cost without markup of any kind. Such costs shall generally consist of the following:

- Energy Charges (default real-time LMP and/or day ahead) and block purchase settlement charges/credits
- Generation Capacity Charges
- Transmission Capacity Charges
- Reliability Must Run Charges
- Mandatory Renewable Energy Costs
- Ancillary Charges
- Voluntary REC Costs (if any)
- ARR/FTR Credits
- Marginal Loss Credits
- Applicable Direct Local Utility Charges and PSC fees

The PJM costs associated with setting up the DGS Subaccount shall also be reimbursable; the Suppliers administrative costs in setting up the DGS Subaccount shall not be reimbursed and should be included in the Management Fee. DGS may enter into additional long term power purchase agreements for portions of its expected energy consumption during the term of the contract resulting from this procurement (the "Supply Contract"). Should DGS elect to enter into additional PPAs, the direct, third party charges associated with receiving such alternate supply sources will be reimbursable.

Other than costs outline above to be reimbursed, the Supplier's sole compensation shall be the Management Fee. As such, the Management Fee shall include all of the Suppliers costs associated with providing the services required hereunder, including overhead and profit. The Management Fees shall be a fixed monthly fee. The Supplier shall bill the Department using fixed rates which shall be determined based on the various reimbursable component costs and the Supplier's Management Fee. The Department expects that the contract resulting from this procurement will have a base term that will run from execution through September 30, 2015, with four (4) options to extend the term for additional 1 year periods which may be exercised by the Department in its sole and absolute discretion.

A.2 Background

As the agency charged with real estate management functions for various District government client agencies, the Department purchases the management of utilities for buildings within the real estate portfolio DGS is charged with managing. DGS currently has approximately 800 metered electric accounts. These accounts range in size from large special-use facilities with multi-megawatt demands, to parks with exterior lights, to small office-like centers. In total, the collective electricity consumption is approximately 400,000 Megawatt hours per year, and the facilities have a combined electrical peak demand of approximately 75 Megawatts. During the

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term of the contract, DGS may add or delete individual accounts. DGS may also decide to add accounts from other District entities. DGS electricity accounts and those of other District entities are collectively referred to in this RFP as the “DGS Accounts.”

DGS expects to purchase approximately 120,000 MWh annually of energy and associated RECs from a wind farm and to begin taking delivery of such energy beginning May 1, 2015. DGS anticipates the development of approximately 12 MW of behind the meter solar facilities for the DGS Accounts. Additional purchases (grid-connected or behind the meter) may be added in the future. All costs and credits associated with such sources shall be realized in the subaccount.

A.3 Supply Procurement Strategy.

DGS has decided to implement a procurement strategy based on managing the component costs of power associated with the DGS Accounts and seeks to utilize a PJM subaccount to effectively aggregate the DGS Accounts and manage market supply resources. The fundamental supply strategy will be based on a block/index approach, supplemented by physical wind purchases and capacity management. RECs will also be managed as part of the overall strategy. The Department expects that the strategy will entail purchasing wholesale fixed-price blocks of power to control price risk, and marginal purchases on the hourly market with most load scheduled on the Day-Ahead market, receiving physical energy from external sources within PJM (e.g., wind power, and receiving RECs from contracted sources, some of which may be resold). Total energy price risk will include all component costs and will be managed by DGS and its Energy Advisor.

The goal of the RFP is to select a qualified supplier that will assist the Department by implementing this strategy in order to supply all of the DGS Accounts through a dedicated PJM subaccount established by the Supplier.

A.4 Supply Procurement Strategy.

DGS has engaged EnerNOC, Inc. to act as its Energy Advisor to assist it in the development and implementation of the procurement strategy contemplated in this RFP. The selected Supplier will be required to work closely with the Department and the Energy Advisor. It is expected that the Energy Advisor will serve the following functions:

1. Work with DGS to develop the overall risk management strategy;
2. Work with DGS to develop and design the purchasing structure;
3. Coordinate ongoing LMP and fixed rate block purchases with the Supplier;
4. Review of Supplier invoices, statements, and reports;
5. Periodic reporting and presentation of portfolio results, hedge positions, working capital balances, and billing rates;
6. Facilitating REC purchases and sales.

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A.5 Selection Criteria

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (15 points)
- Key Personnel (15 points)
- Financial Strength & Market Access (35 points)
- LSDBE Compliance/Utilization (10 points)
- Cost (25 points)

A.6 Procurement Schedule

The schedule for this procurement is as follows:

- | | |
|-----------------------------------------|------------------|
| • Issue RFP | - March 11, 2015 |
| • Last Day for Questions/Clarifications | - March 24, 2015 |
| • Proposals Due | - April 1, 2015 |
| • Notice of Award | - April 20, 2015 |

A.7 Attachments

- | | |
|--------------|---------------------------------------------------|
| Attachment A | - Form of Offer Letter |
| Attachment B | - Disclosure Statement |
| Attachment C | - Tax Affidavit |
| Attachment D | - McNamara O'Hara Service Contract Act Wage Rates |

B. Scope of Work

The Supplier shall implement purchasing and energy receiving transactions for electricity on the PJM hourly pricing and wholesale fixed rate block markets as well as applicable REC markets. The Supplier shall execute transactions as directed by DGS in its sole and absolute discretion. The Supplier shall provide such other necessary services for providing electricity supply to DGS Accounts.

B.1 Implementation.

Upon appointment, the Supplier shall undertake the following tasks and take such other steps, as directed by the Department, as are necessary to set up the mechanisms to implement the strategies set forth herein.

B.1.1 Subaccount Set-Up.

The Supplier shall set up a separate, dedicated EDI qualified PJM subaccount to enroll and to maintain DGS Accounts only (such subaccount, the “DGS Subaccount”). The DGS Subaccount shall also be enabled to receive physical power as directed by DGS and shall have access to any PJM eTools upon request. All DGS Subaccount costs shall be objectively segregated from other Supplier subaccounts. DGS will be responsible for all charges in the DGS Subaccount.

B.1.2 Retail Account Enrollment.

The Supplier shall enroll all accounts identified by DGS or its representatives into the DGS Subaccount. The Department shall have the right to enroll and unenroll DGS Accounts from the DGS Subaccount as required, and the Supplier shall ensure that the DGS Subaccount is set up in manner that allows for such flexibility.

B.2. Bilateral Transactions.

B.2.1 Wholesale Fixed Rate Blocks.

Upon the Department’s request and direction, the Supplier shall seek and obtain a minimum of three (3) market offers to sell any standard wholesale product associated with the purchase of electricity, including, but not limited to, electric fixed rate blocks. DGS will make best efforts to provide 24 hours prior notice of requested offers but shall not be required to provide such notice. The Supplier shall provide copies of all such market offers to the Department and its Energy Advisor. The Supplier shall execute purchases based on DGS’ direction in a timely, commercially reasonable manner.

DGS and the Energy Advisor shall have direct access to the Supplier’s wholesale trading desk to coordinate block purchase transactions. The settlement of each transaction will be provided under typical PJM settlement guidelines for such physical transaction and industry standard settlement guidelines for financial transactions. DGS reserves the right to direct Supplier to transact with any creditworthy counterparty unless in light of the economic structure of the contractual relationship between DGS and the Supplier, the Supplier has a commercially

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reasonable objection to such counterparty. The Supplier shall also, if so requested by DGS, evaluate new subsuppliers for creditworthiness as a potential counterparty. The Supplier shall bear the risk of bankruptcy of all subsuppliers contracted by the Supplier. DGS also reserves the right to direct Supplier to sell any such commitments made via bilateral transactions in the same manner as purchases. Block quotes may be requested and executed for any term the Department determines appropriate. The Supplier shall maintain sufficient credit or collateral to secure fixed price transactions pursuant to industry standards. The Supplier, or alternatively a parent company/guarantor, shall have and maintain an investment grade credit rating.

B.2.2 Other Bilateral Transactions.

DGS may direct the Supplier to receive wholesale energy from third-parties within PJM for credit to the DGS Subaccount. Such deliveries may be made via Internal Bilateral Transactions (IBT) in PJM Inschedule or via PJM Power Meter. DGS may pay such providers directly or may elect to have the Supplier make payments to such third parties per DGS direction. All credits shall accrue in the DGS Subaccount at actual credit rate provided by PJM without any additional Supplier fee or other mark-up.

B.2.3 Mandatory RECs and Energy Purchases from DGS Contracted Renewable Projects.

DGS expects to enter into long-term agreements with renewable energy projects that will generate qualifying SRECs and DC Tier I RECs (DGS-owned RECs). The Supplier may be requested to purchase or receive delivery of these RECs from the renewable energy project counterparties on behalf of the Department's electric supply portfolio in order to meet DGS' requirements of RECs. The prices of such RECs are determined by DGS agreements with the renewable energy project counterparties. The cost of the purchases will be charged back to DGS' portfolio account held with the Supplier, as applicable. Also, to the extent that excess RECs accrue, DGS may request the Supplier to transfer or sell such RECs on the Department's behalf. The net cost or benefit of the RECs shall be incorporated in the Billing Rates that the Supplier bills DGS. Energy generated from these renewable energy projects will be scheduled into the DGS Subaccount held with the Supplier.

B.2.4 Voluntary Renewable Energy Certificates (RECs).

The Department may request the Supplier to obtain and to provide pricing of RECs beyond those required to by District of Columbia RPS requirements. The Department may further direct the Supplier to purchase such voluntary RECs on behalf of the Department. DGS's request for a voluntary REC purchase will provide the Supplier with the REC type, geography, quantity, vintage, and retirement period. Following the Department's approval of the purchase, the cost of the purchase will be charged to DGS's portfolio account held with the Supplier. The cost of the RECs will be included within the Billing Rates.

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B.3 Load Forecasting and Day Ahead Scheduling.

If so requested by DGS, the Supplier shall schedule purchases on the PJM Day Ahead (“DA”) market, pursuant to applicable PJM rules, not to exceed 100% of DGS’s estimated load. The Supplier will submit Day Ahead Scheduling as demand bids in the PJM system. The Supplier shall be required to work with the Department and the Department’s Energy Advisor to obtain from the Department and the Department’s Energy Advisor DA purchase schedules. It is anticipated that DA purchase schedules will be provided on a weekly basis, but DGS reserves the right to change the frequency with which DA schedules are provided, including, but not limited to a daily basis. If requested, the Supplier will make its load forecast for enrolled accounts available to DGS and its Energy Advisor.

B.4 Billing.

Billing shall be in the form of consolidated bills from Pepco. The costs of the Supplier, including the Management Fee, shall be billed at fixed rates (the “Billing Rates”) based upon the costs of supply from subsupplier quotes received, the costs of REC’s purchases and sold, and directed by the Department to purchase. Such Billing Rates shall be fixed at the outset of the engagement and revisited and revised periodically based on the costs of capacity supply and other costs applicable to the DGS Accounts. It is anticipated that rates will be revisited quarterly, however, DGS reserves the right to change the rates more frequently. The billing structure shall include a “true up” provision in a form and substance that is acceptable to both parties that settles the account balance at the end of DGS’ fiscal year. The Department reserves the right to utilize dual billing.

B.5 Rate Classes.

It is contemplated that all interval and non-interval accounts shall be billed at a fixed rate (\$/KWH) subject to true up of costs. Billing shall be segmented into three bill rate classes:

(1) Primary/High Voltage Accounts – Interval metered

- i) Schedule GS-3A
- ii) Schedule GT-3A
- iii) Schedule GT-3B

(2) Secondary/Low Voltage Accounts

- i) Schedule GS-LV-ND
- ii) Schedule GS-LV
- iii) Schedule GT-LV

(3) Non-metered Accounts

- i) Schedule TS
- ii) Schedule SL

DGS reserves the right to require additional billing rates if additional DGS Accounts require other rates. In addition DGS reserves the right to change the billing methodology from a single

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\$/KWh rate per account to both a \$/KWh rate and a \$/KW rate (for capacity and transmission capacity costs) per account. DGS will provide at least 1 month's notice to the Supplier prior to the effective date of the change in billing methodology.

B.5.2 The Billing Rates shall be established by DGS based on the various cost components, and the Supplier will bill the rate classes at a cost per KWh based on DGS approved billing rates subject to a limited approval right by the Supplier, which approval shall be limited to ensuring that the Billing Rate is reasonably likely to cover the expected cost of the various cost components. Upon engagement, the Supplier and the Department will meet to discuss the manner in which billing will be handled.

B.6 Reporting & Data Access.

B.6.1 Reporting.

The Supplier shall submit monthly reports to the Department. Such monthly reports shall provide the following information:

- .1 Supplier summary billing as set forth in Section B.4, above.
- .2 A portfolio statement summarizing all portfolio costs including PJM costs, block settlement costs, REC purchases, Supplier fee, Cost of Carry, and gross receipts taxes, if applicable.
- .3 Daily working capital balance and working capital balance cost of carry.
- .4 Monthly hedge settlements.

B.6.2 Access to Data.

B.6.2.1 The Supplier shall provide electronic data access to all PJM charges and credits to DGS and its Energy Advisor.

B.6.2.2 The Supplier shall provide DGS and its Energy Advisor read access to all eSuite applications and shall enable any PJM eTools. The Supplier shall also provide to DGS and its Energy Advisor on an annual basis write access to eFTR for the purpose of selecting ARR paths. The Supplier shall also provide individual EDI account data for all EDCs where DGS is enrolled upon DGS's request.

B.6.2.3 Annual Transmission Auction. The Supplier shall provide historical auction clearing prices and historical selections for DGS Accounts, if requested. The eFTR tool shall be opened to "Read/Write" prior to the start of the annual PJM ARR allocation process. The Supplier shall provide assistance as needed to DGS and its Energy Advisor in selecting annual transmission paths for the DGS Accounts enrolled in the DGS Subaccount. DGS or its Energy Advisor will be responsible for ARR selections.

C. ECONOMIC INCLUSION

C.1 Preference for Small, Local, and Disadvantaged Business Enterprises

General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, so that the maximum number of points available under this section is 12 points.

Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone Number)
(202) 724-3786 (Facsimile Number)

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C.2 SLDBE Participation

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having an owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that Thirty Five Percent (35%) of the work performed by the Supplier be subcontracted to entities that are certified as Small Business Enterprises by the District of Columbia Department of Small and Local Business Development. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

C.3 Residency Hiring Requirements for Contractors and Subcontractors

At least Fifty One Percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia. Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$100,000 or more shall be required to comply with the following: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; (v) submit monthly compliance reports to DOES by the 10th of each month; (vi) at least 51% apprentices and trainees employed must be residents of the District registered in program approved by the D.C. Apprenticeship Council; and (vii) trade contractors and subcontractors with contracts in the amount of \$500,000 or more must register an apprenticeship program with the D.C. Apprenticeship Council.

D. EVALUATION AND AWARD CRITERIA

D.1 Evaluation Process

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.2 Evaluation Committee

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

D.3 Oral Presentation

The Department does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.3.1 Length of Oral Presentation

If interviews are conducted, each Offeror will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

D.3.2 Schedule

The order of presentation will be selected randomly, and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

D.3.3 Offeror Attendees

The oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

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D.3.4 Topics

The Offeror may present information about its capabilities and special qualifications to serve as a the Department's Supplier, including the qualifications of key personnel.

D.4 Proposal Evaluation

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor with the highest evaluated score. The Department's evaluation shall not necessarily be limited to the information provided in the Offeror's proposal. As part of the evaluation, the Department will also consider its own historical experience with the Offeror, as well as the direct experience with the Offeror of the members of the evaluation panel and others involved in the evaluation process.

D.4.1 Experience & References (15 points)

The Department desires to engage a contractor with the experience necessary for this engagement. Offerors will be evaluated based on the following:

- Demonstrated experience in managing subaccounts for institutional multi-account clients;
- Demonstrated experience in consummating transactions for blocks of power quickly and effectively for clients in accordance with client direction;
- Familiarity with PJM GATS; and
- Familiarity with the DC REC market as well as regional Tier 1 and Tier 2 REC markets.

D.4.2 Key Personnel (15 points)

The Department desire to engage a contractor with staff with the appropriate experience for this engagement. As part of this evaluation, the Department will evaluate both the experience and the level of effort the following individuals will put towards this effort:

- Account Manager
- Settlements Manager
- Market Manager

D.4.3 Financial Strength & Market Access (35 points)

The Department desires to engage a contractor with the sufficient financial resources, stability, and market access for this engagement. As part of this factor, the Department will evaluate the following:

- The Offeror's demonstrated financial capacity to manage all elements of the required work; and
- The Offeror's demonstrate access to active wholesale purchase/sale counterparties.

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D.4.4 LSDBE Utilization (10 points)

The Department desires the selected Supplier provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises. Offerors will be evaluated based on the Offeror's plan for identify and incorporate LSDBE businessess in to this engagement and the workability of the plan in increasing the level of participation of Local, Small and Disadvantaged Business Enterprises in the Project.

D.4.5 Cost (25 points)

Offerors will be required to bid a monthly Management Fee for the services outlined herein. This fee will be evaluated as part of this element.

E. PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

E.1 Submission Identification

Submissions shall be proffered in an original and four (4) hard copies as well as two (2) electronic copies on CD-ROM or USB flash drive. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Electricity Supply and Service."

E.2 Delivery or Mailing of Submissions

Submissions should be delivered or mailed to:

DC Department of General Services
Att'n: JW Lanum
Frank D. Reeves Center
2000 14th Street, NW, 8th Floor
Washington, DC 20009

E.3 Date and Time for Receiving Submissions

Submissions shall be received no later than 2:00 p.m. local time, on April 1, 2015. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

E.4 Submission Size, Organization and Offeror Qualifications

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

E.4.1 Bid Form

Each Offeror shall submit a bid form substantially in the form of **Attachment A**, to bid the requested cost components, and to outline any requested changes to the Form of Contract. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

E.4.2 Disclosure Form

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment B**.

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E.4.3 Executive Summary

Each Offeror should provide a summary of no more than three pages of the information contained in the following sections. It should be designed specifically for use by individuals that may not have a technical background. The letter shall also include a brief narrative description of the company and its service offerings. It shall also identify the contact person for contractual negotiations, administration and for arranging an oral presentation.

E.4.4 General Team Information and Firm(s) Data

Each Offeror should provide the following information for the Offeror and any key subconsultants.

- A. Name(s), address(es), and role(s) of each firm (including all sub-consultants). If the services are to be provided through an office other than that primary office, the office where the work is to be performed should also be identified. The primary point of contract of the Offeror should also be identified.
- B. Firm profile(s), including:
 - i. Age (include former firm names and year established)
 - ii. Identify the jurisdiction in which the firm was organized
 - iii. Firm history(ies)
 - iv. Firm size(s)
 - v. Areas of specialty/concentration; primary mission of business; and/or significant business experience.
 - vi. Current firm workload(s) projected over the next two years
 - vii. Provide a list of any contract held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff (included subconsultants), including:
 - i. Organizational chart illustrating reporting lines, names, and titles for key participants proposed by the team.
 - ii. Resumes for each key participant on the team, including definition of that person's role, relevant project experience, and current workload over the next two

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years. At a minimum, this information should be provided for the Account Manager, the Settlements Manager, and the Market Manager.

E.4.5 Relevant Experience and Capabilities.

- A. List all projects that the team members have worked on in the last 5 years that are similar to this project. For purposes of this paragraph, similar shall mean projects where the Offeror has served as a Supplier for a multi-account institution using a subaccount. This information may be provided in an overview matrix format or brief list; however, it should include the name of the client and the type of client (e.g., governmental agency, quasi-governmental, commercial), the physical location of the client's facilities and which regional grid the client was served by, and the term of the engagement.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. Describe your firm's involvement in the project and. On each project description, please provide all of the following information in consistent order:
 - i. Client name and type of client
 - ii. Location of Client and Grid
 - iii. Term of the engagement, and a description of the nature of the engagement, and the specific services provided, the value of that work, and the outcomes achieved
 - iv. Identification of personnel involved in the selected project who are proposed to work on this project
 - vi. Project process and schedule data including construction delivery method, and construction completion date (any unusual events or occurrences that affected the schedule should be explained)
- C. Briefly summarize additional experience that you feel may be of value to DGS that should be considered. Give the names and phone numbers of potential references of these projects. These supplemental references should be limited to no more than three (3) pages.

E.4.6 Financial Strength & Market Access.

Offerors shall provide the following information regarding its financial strength and access to wholesale suppliers:

- A. Audited financial statements for the last two (2) years.
- B. Credit ratings from each rating agency.
- C. A list of active energy supply transaction counterparties.

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D. Each Offeror must disclose any outstanding claims or other matters which may impair the Offeror's ability to perform, whether financial or otherwise.

E.4.7 Local Business Utilization Plan

Each Offeror should submit an LSDBE Utilization Plan that addresses the issues set forth in **Section C** of this RFP.

E.4.9 Tax Affidavit

Each Offeror must submit a tax affidavit substantially in the form of **Attachment C**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

F. Bidding Procedures & Protests

F.1 Contact Person

For information regarding this RFP please contact:

Thomas D. Bridenbaugh
Leftwich, LLC
1400 K Street, NW
Suite 1000
Washington, D.C. 20005
Phone: (202) 434-9100
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Thomas Bridenbaugh at the address above.

F.2 Preproposal Conference

A pre-proposal conference will be not be held.

F.3 Explanations to Prospective Offerors

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on March 24, 2015. The person making the request shall be responsible for prompt delivery.

F.4 Protests

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and

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must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

F.5 Contract Award

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4712).

F.6 Retention of Submissions

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

F.7 Examination of Submissions

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

F.8 Late Submissions: Modifications

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.
- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

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F.9 No Compensation for Preparation of Submissions

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 Rejection of Submissions

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 Limitation of Authority

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

Attachment A

Form of Offer Letter

Attachment A

[Offeror's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW
Washington, D.C. 20009

Att'n: Mr. Jonathan Kayne
Interim Director

Reference: Request for Proposals
Electricity Supply and Service

Dear Mr. Jonathan Kayne:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") for Electricity Supply and Service. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal, and the Management Fee (as defined in paragraph A) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents (collectively, the proposal, and the Management Fee is referred to as the "Offeror's Bid.").

The Offeror's Bid is as follows:

A. The Management Fee is: \$ _____ per month

The Offeror acknowledges and understands that the Management Fee is a firm, fixed monthly price. The Offeror acknowledges and understands that other than the costs outlined in the RFP to be reimbursed, the Management Fee will be the Offeror's sole compensation for the services provided under the resulting agreement.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred and twenty (120) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the

terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: **INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.**

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or sub-consultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____
Name: _____
Title: _____

Attachment B
Disclosure Form

Attachment B

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Department of General Services

Jonathan Kayne	Interim Director
JW Lanum	Associate Director, Contracts and Procurement Division
Camille Sabbakhan	General Counsel
Charles J. Brown, Jr.	Deputy General Counsel
Mark Chambers	Associate Director, Sustainability + Energy Management

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

B. Leftwich, LLC

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: _____
Name: _____
Title: _____
Date: _____

Attachment C

Tax Affidavit

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number**

**Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

Attachment D

McNamara O'Hara Service Contract Act Wage Rates

WD 05-2103 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2103
Revision No.: 15
Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18

01313 - Secretary III	25.29
01320 - Service Order Dispatcher	16.98
01410 - Supply Technician	28.55
01420 - Survey Worker	20.03
01531 - Travel Clerk I	13.29
01532 - Travel Clerk II	14.36
01533 - Travel Clerk III	15.49
01611 - Word Processor I	15.63
01612 - Word Processor II	17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67

12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60
12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)

14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08
15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13

23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80

27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19

Surface Programs	
30621 - Weather Observer, Senior	(see 2) 27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90
31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive,

administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage

rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.