



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)*

Toufique Sayed
Contract Specialist
Contracts & Procurement
Department of General Services
Reeves Ctr.
2000 14th St. NW – 8th floor



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Washington, DC 20009
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202-727-7283 (fax)
Email:toufique.sayed@dc.gov
Web://www.dgs.dc.gov

Title of Solicitation*

RFP for Electronic Security System Maintenance

Solicitation ID*

DCAM-15-NC-0155

Addendum No. 2

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

September 8, 2015

Deadline for Submission* (Bid Due Date)



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September 15, 2015

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, SE is used in an address, always separate the street address by a comma (ex: 200 I Street, SE, 5th Floor).

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals (“RFP”) to select a Contractor to provide all-inclusive comprehensive system administration including, but not limited to, installation, maintenance and repair to ensure continuous system uptime and reliability of the Citywide Electronic Security Systems (ESS) for the District owned and leased facilities. The District is currently standardized on the RS2 Access Control and Alarm Management System, as well as the Milestone Video Management System. The contract shall be for a base year with four option years.

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

Yes and Open Market

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



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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.

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

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

Topic(s)*

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

<input type="checkbox"/>	Arts and culture	<input type="checkbox"/>	Budget and finance	<input type="checkbox"/>	Children and youth services
<input type="checkbox"/>	Community relations	<input type="checkbox"/>	Consumer protection	X	Contracts and procurement
<input type="checkbox"/>	Data, demographics and maps	X	Doing business in DC	<input type="checkbox"/>	Economic development and planning
<input type="checkbox"/>	Education and schools	<input type="checkbox"/>	Emergency preparedness	<input type="checkbox"/>	Environment and sustainability
<input type="checkbox"/>	Feedback, complaints and appeals	<input type="checkbox"/>	Government	<input type="checkbox"/>	Grants and funding
<input type="checkbox"/>	Health and human services	<input type="checkbox"/>	History and tourism	<input type="checkbox"/>	Housing and property



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Jobs and employment		Laws, regulations and courts	Media and communications
Official documents and records		Permits, licenses and certifications	Public safety
Public works, sanitation and utilities	X	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: <u>Kimberly Gray</u>
Signed Initials: <u>KG</u>
Date Authorized: <u>9/8/16</u> (DD-MM-YYYY)
Special Comments or Instructions: _____ _____ _____ _____ _____