



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)*

Jerusalem Belai
Contract Specialist
2000 14th Street, NW 8th Flr
Washington, D.C. 20009
jerusalem.belai@dc.gov



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Phone: 202-724-4108

Title of Solicitation*

Design-Builder Services Lafayette Recreation Center Renovation & Expansion
Amendment No. 03

Solicitation ID*

DCAM-16-CS-0128

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 22, 2016



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Deadline for Submission* (Bid Due Date)

October 21, 2016 by 2:00 PM

Extension Date (If Applicable)

October 24, 2016 by 2:00 PM

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).

Amendment No. 03 – Questions, Due Date Extension

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

Open Market

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



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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.

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	X	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	X	Doing business in DC		Economic development and planning
Education and schools		Emergency preparedness		Environment and sustainability
Feedback, complaints and appeals		Government		Grants and funding



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	Health and human services		History and tourism		Housing and property
	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		Science, technology and innovation		Social services
X	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: Edna Spragg

Signed Initials: ES

Date Authorized: 19/10/2016 (DD-MM-YYYY)

Special Comments or Instructions:
