



SOLICITATION, OFFER, AND AWARD  Government of the District of Columbia				1. Caption			Page 1 of 48		
				Security Cameras and Video Surveillance Systems			1	52	
2. Contract Number		3. Solicitation Number		4. Type of Solicitation		5. Date Issued		6. Type of Market	
TBD		GAGA-2023-I-0312		<input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Other		August 28, 2023,		Open	
								X Set Aside	
								Open with Sub-Contracting Set Aside	
7. Issued By: District of Columbia Public Schools (DCPS) Office of Contracts and Acquisitions 1200 First Street N.E., 9 th floor Washington, D.C. 20002				8. Address Offer to: dcpsoca.inquiries@k12.dc.gov					
NOTE: In sealed bid solicitations, "offer" and offeror" means "bid" and "bidder"									
SOLICITATION									
9. Offers for furnishing the supplies or services in the Schedule shall be received at the place specified in Item 8 No later than 12:00 pm EST Tuesday, September 5, 2023.									
CAUTION: Late Submissions, Modifications, and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms and conditions contained in this solicitation.									
10. For Information Contact 									
A. Name			B. Telephone Number			C. E-mail Address			
Yawovi Klouvi			Phone (202)-770-6117			Yawovi.klouvi@k12.dc.gov			
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OFFER									
12. The undersigned agrees if this offer is accepted within <u>30</u> calendar days from the date of receipt of offers specified above, to furnish all items upon which prices are offered at a price set opposite each item, delivered at the designated point(s), within the time specified herein1									
13. Discount for Prompt Payment									
		10 Calendar days %		20 Calendar days %		30 Calendar days %		___ Calendar days %	
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):									
			Amendment Number(s)		Date		Amendment Number		Date
15A. Name and Address of Offeror					16. Name and Title of Person Authorized to Sign Offer/Contract				
15B. Telephone			<input type="checkbox"/> 15 C. Check if the remittance address is different from the above - Refer to Section G			17. Signature		18. Offer Date	
(Area Code)	(Number)	(Ext)							
AWARD (TO BE COMPLETED BY THE GOVERNMENT)									
19. Accepted as to Items numbered			20. Amount			21 Accounting and Appropriation Data			
22. Name of Contracting Officer (Type or Print)					23. Signature of Contracting Officer (District of Columbia)			24. Award Date	

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia Public Schools (DCPS), Contracts and Acquisitions Division, on behalf of the Office of the Chief Operating Officer, School Security Services Division, seeks a contractor to provide installation, configuration, and maintenance services to the DCPS Video Security System.

B.2 The District contemplates the award of the Hybrid Firm Fixed Price Contract

B.3 AGGREGATE GROUP OR INDIVIDUAL ITEM

The award, if made, will be to a single bidder in the aggregate for those groups of items indicated by “Aggregate Award Group” herein. Bidder must quote unit prices on each item within each group to receive consideration.

B.4 PRICE SCHEDULE

B.4.1 Base period (October 01, 2023, to September 30, 2024)

CLIN	Item Description	Hourly Rate	Quantity	Total Price
0001	On-Site Technical Support	\$ _____	5000 Hours	\$ _____
0002	Remote Technical Support	\$ _____	7000 Hours	\$ _____
0003	Parts Replacements			NTE: \$150,000
0004	Hardware			NTE: \$650,000
Total Cost				\$ _____

Installation Hourly Rate

CLIN	Description	Hourly Rate
0005	Installation Hour Rate	\$ _____

Licenses

CLIN	Description	Qty	Unit Cost	Total Cost
0006	Annual Video Management System Licenses (VS Alloy)	8,823	\$ _____	\$ _____

B.4.2 Option Year One (October 01, 2024, to September 30, 2025)

CLIN	Item Description	Hourly Rate	Quantity	Total Price
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1001	On-Site Technical Support	\$ _____	5000 Hours	\$ _____
1002	Remote Technical Support	\$ _____	7000 Hours	\$ _____
1003	Parts Replacements			NTE: \$150,000
1004	Hardware			NTE: \$650,000
Total Cost				\$ _____

Installation Hourly Rate

CLIN	Description	Hourly Rate
1005	Installation Hour Rate	\$ _____

Licenses

CLIN	Description	Qty	Unit Cost	Total Cost
1006	Annual Video Management System Licenses (VS Alloy)	8,823	\$ _____	\$ _____

B.4.3 Option Year Two (October 01, 2025, to September 30, 2026)

CLIN	Item Description	Hourly Rate	Quantity	Total Price
2001	On-Site Technical Support	\$ _____	5000 Hours	\$ _____
2002	Remote Technical Support	\$ _____	7000 Hours	\$ _____
2003	Parts Replacements			NTE: \$150,000
2004	Hardware			NTE: \$650,000
Total Cost				\$ _____

Installation Hourly Rate

CLIN	Description	Hourly Rate
2005	Installation Hour Rate	\$ _____

Licenses

CLIN	Description	Qty	Unit Cost	Total Cost
2006	Annual Video Management System Licenses (VS Alloy)	8,823	\$ _____	\$ _____

B.4.4 Option Year Three (October 01, 2026, to September 30, 2027)

CLIN	Item Description	Hourly Rate	Quantity	Total Price
3001	On-Site Technical Support	\$ _____	5000 Hours	\$ _____
3002	Remote Technical Support	\$ _____	7000 Hours	\$ _____
3003	Parts Replacements			NTE: \$150,000
3004	Hardware			NTE: \$650,000
Total Cost				\$ _____

Installation Hourly Rate

CLIN	Description	Hourly Rate
3005	Installation Hour Rate	\$ _____

Licenses

CLIN	Description	Qty	Unit Cost	Total Cost
3006	Annual Video Management System Licenses (VS Alloy)	8,823	\$ _____	\$ _____

B.4.5 Option Year Four (October 01, 2027, to September 30, 2028)

CLIN	Item Description	Hourly Rate	Quantity	Total Price
4001	On-Site Technical Support	\$ _____	5000 Hours	\$ _____
4002	Remote Technical Support	\$ _____	7000 Hours	\$ _____
4003	Parts Replacements			NTE: \$150,000
4004	Hardware			NTE: \$650,000
Total Cost				\$ _____

Installation Hourly Rate

CLIN	Description	Hourly Rate
4005	Installation Hour Rate	\$ _____

Licenses

CLIN	Description	Qty	Unit Cost	Total Cost
4006	Annual Video Management System Licenses (VS Alloy)	8,823	\$ _____	\$ _____

B.6 A bidder responding to this solicitation that is required to subcontract shall be required to submit, with its bid, any subcontracting plan required by law. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The District of Columbia Public Schools (DCPS) Contracts and Acquisitions Division, on behalf of the Office of the Chief Operating Officer, School Security Services Division, seeks a qualified vendor to support and maintain the existing Video Surveillance System and its related Network. This includes but is not limited to providing routine camera and network maintenance, new cameras and required network extension design (i.e., camera installation and network and equipment setup, configuration, testing), and all associated equipment used for video surveillance (i.e., On-Site, and off-Site servers, On-Site and Cloud storage, cameras, Desktop, software, network, cabling, wiring, etc.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Document Type	Title	Date
D.C. Official Code 7-2801	Security and Fire Alarm Systems Regulations	2/9/1988

C.3 ACRONYMS

These terms, when used in this Contract, have the following meanings:

1. PTZ - Pan/Tilt/Zoom
2. IR – Infra-Red Cameras
3. IDF – Intermediate Distribution Frame
4. MDF – Main Distribution Frame

C.4 BACKGROUND

The current DCPS video surveillance infrastructure comprises approximately 9,000 cameras and 154 onsite servers operating on DCPS’s Network. The system operation is managed through a VS Alloy System for remote viewing and recording. DCPS has a diverse camera network infrastructure, referenced in **Section C.5 - Requirements**. Sites with more than 150 cameras record on a single server, but some sites include a “failover server,” which is similar in specs to

the primary recording server but contains only enough storage for 5-7 days (allowing enough time over an extended weekend for recordings to be carried by the failover server).

These server specifications are based on the current camera count, model, recording resolution, recording frame rate, concurrent viewers, streaming monitors, and the option to add 5% to 10% expansion capacity on storage.

C.5 REQUIREMENTS

The requested Video Management Services are outlined below:

C.5.1 Video Monitoring Software (VMS) Requirements

C.5.1.1 VMS shall be non-exclusive and commercially available for purchase, lease, or licensing independent of this contract if and when needed.

C.5.1.2 The Contractor shall configure VMS for optimal recording experience based on DCPS's requirements.

C.5.1.3 The software shall operate on open architecture and should be capable of integrating with third-party power fencing, access control, PA, and fire/safety systems based on open standards, and necessary hardware needs to be considered.

C.5.1.4 The VMS shall be able to control all cameras and their functionality, i.e., PTZ control, auto / manual focus, object/human recognition, camera color balance, preset selection, Video tour selection, etc.

C.5.1.5 Data shall be recorded and stacked so that new data is never overwritten.

C.5.1.6 VMS System shall offer error logging for unresolved faults, video loss, and network connection failures.

C.5.1.7 VMS shall offer both video stream management, search capability, and video stream storage management. Recording frame rate and resolution with respect to individual channels shall be programmable.

C.5.1.8 The VMS shall be designed to optimally operate the existing number of cameras referenced in the appendix.

C.5.1.9 The VMS shall have the capability of live display at the high quality of no less than 30 frames per second for each camera on desktop / LCD monitors located at sites and in the central DCPS Security Office and the DCPS Administrative Office.

C.5.1.10 System VMS shall provide inter-operability of hardware, operating system, software, networking, printing, database connectivity, reporting, and communication protocols. System expansion should be possible through off-the-shelf available hardware.

C.5.1.11 The VMS shall always have the capability to continuously record triggered events such as people, motion, vehicle, or alarm detected.

C.5.1.12 The VMS shall provide playback of pre-alarm/alert for no less than 10 seconds in motion recording mode.

C.5.1.13 Recording of the video shall have the correct date stamp and local time for DCPS.

C.5.1.14 The system shall support advanced video encoding.

C.5.1.15 The system shall have Artificial Intelligence (AI) built-in to detect motion, human and vehicle at all times.

C.5.1.16 The Contractor shall use commercially reasonable efforts to prevent unauthorized access to or use of the software system and notify DCPS promptly of any such unauthorized access or use.

C.5.1.17 The Contractor is responsible for the administration of software systems through which the recorded and live videos are accessed and cannot copy or distribute video without DCPS-authorized personal approval.

C.5.2 Assessment, Repair & Replacement Services

C.5.2.1 Remote Hardware (Servers and Cameras) Functional Verification: Twice Daily

C.5.2.1.1 Cameras are connected and configured for maximum and optimal coverage.

C.5.2.1.2 Camera angles and lens zooming are appropriate for the site and in accordance with the requirements of DCPS.

C.5.2.2 General Maintenance Service Components

C.5.2.2.1 The Contractor shall promptly respond to approximately 2,000 maintenance calls per year for cameras and associated equipment

C.5.2.2.2 The Contractor shall provide troubleshooting, assessment, repair, and replacement services for surveillance system technology.

C.5.2.2.3 The Contractor shall provide the following services as part of the maintenance plan at a minimum:

- Cisco SmartNet warranty contracts (where applicable)
- Maintain server lifecycle limited to seven years and provide a server replacement annual plan.
- Maintain desktop lifecycle limited to five years and provide a desktop replacement annual plan.
- Maintain Camera lifecycle limited to seven years and provide a camera replacement annual plan.
- Maintain Network equipment lifecycle limited to seven years and provide a replacement annual plan.
- Replacement of all out-of-service and end-of-life equipment.

- Replacement of capture cards/encoders as needed.
- Replacement of decoders/Monitor drivers as needed.
- Replacement of hard drives as needed.
- Replacement of fans as needed.
- Replacement of power supplies and adapters as needed.
- Replacement of services for all parts not covered by warranty services to maintain server operation.
- Replacement of IP Cameras (Indoor and Outdoor fixed and PTZ).
- Replacement Analog Cameras (Indoor and Outdoor fixed and PTZ).
- Replacement of monitors of all standard sizes (24", 27", 32").
- Replacement of monitor mounts.
- Replacement of connectors and cabling.

C.5.2.2.4 The Contractor shall initiate support calls to the manufacturers/vendors for any equipment under a service plan.

C.5.2.2.5 The Contractor shall identify servers that require replacement and maintain a three-year refresh plan updated annually.

C.5.2.2.6 The Contractor shall report promptly on service actions taken and identify when the problem has been resolved

C.5.2.2.7 The Contractor shall manage spare parts inventory for parts not covered by warranty.

C.5.2.2.8 Due diligence and inspection would be required by the contractor to provide the estimated hardware replacement and quantities for the year.

C.5.3 Onsite Monitoring Requirements

C.5.3.1 The Contractor shall conduct periodic reviews of all cameras proactively to determine the need for repair or replacement of cameras at least three times a week. The determinations should conclude that all cameras are online, recording and clear video produced, angled correctly, and that camera time and date stamps are always accurate.

C.5.3.2 The Contractor shall conduct server audits at least twice a week to ensure that servers are archiving for a minimum of 60 days and include the following: proactive and preventative maintenance, system updates, antivirus, and security updates, server time and date are always accurate, system and server resources are in good order, archive capacity is within scope, and RAID integrity is in order.

C.5.3.3 The Contractor shall conduct a daily server check to verify that they are online and recording.

C.5.3.4 The Contractors shall monitor all hardware and infrastructure inventory and provide monthly updates and inventory status reports.

C.5.3.5 The Contractor shall share up-to-date administrative user authentication and access information for all systems, software, and hardware.

C.5.3.6 The Contractor shall provide footage extraction services daily to extract footage and provide footage via an online delivery platform to DCPS. Footage extraction varies daily and could be as little as one camera for 10 minutes to 50 cameras for 48 hours each.

C.5.3.7 The Contractor may be required to testify in court for the provided footage.

C.5.4 Support Requirement

C.5.4.1 The Contractor shall provide daily CCTV infrastructure network support to DCPS and interface with OCTO, DCNET, and DCPS IT.

C.5.4.2 The Contractor shall provide daily monitoring and support to maintain 134 CCTV servers throughout the district.

C.5.4.3 The Contractor shall provide daily user workstation support for users requiring access to the CCTV platforms from each school and central office.

C.5.4.4 The Contractor shall provide 24/7 telephone and email support for DCPS CCTV users, including access issues, new access credentials, or update existing.

C.5.4.5 The Contractor is expected to use the DCPS/OCTO ticketing system to track user requests, incident reports, and job completion.

C.5.4.6 The Contractor shall provide a primary point of contact or a contact center phone number and email address through which DCPS staff can communicate with the vendor.

C.5.4.7 The Contractor shall provide after-hours and holiday support in emergencies as needed.

C.5.4.8 The Contractor shall adhere to the following service level agreement (SLA):

C.5.4.9 Prior to rendering services, The Contractor shall enter a work order into the ticketing system and assign a “priority level” (C.5.4.8 to denote the impact of the issue).

Priority Level	Critical	High	Medium	Low
Response Time	2 hours	4 hours	One business day	Two business days
Resolution Time	4 hours	One business day	Three business days	Five business day
Criteria	- Life Safety and related Onsite and remote	Impacting site/building surveillance operation (e.g.,	- Impacting 1-5 cameras of a site - Failure of the software monitoring	Any support function that does not impact the daily operations of

	support.	Server failure, Switch, or power affecting the operation of 50% or more cameras of the site)	system to record or conduct the primary function of the system - Defective cameras such as discolored, out of focus	surveillance systems. - Site desktop and display system
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C.5.4.11 Following an initial assessment of the DCPS environment, the Contractor shall make a fair effort to minimize resolution times by maintaining an inventory of spare parts such as network and power cables, replacement cameras, etc.

C.5.4.12 If the incident is not resolved satisfactorily or within the established Service Level Agreement outlined in this document, the Contractor shall provide a written explanation within 24 hours of the resolution deadline. Failure to do so could lead to termination of the contract.

C.5.4.13 Manufacturer Warranty Claim Support: It is further expected that the Contractor will fully support the manufacturer warranty claim process for interactive boards, which includes but is not limited to contacting the manufacturer warranty support hotline for troubleshooting, scheduling warranty repairs, returning devices to the manufacturer, and more.

C.5.5 Hardware and Server Installation Services/ Project Management

C.5.5.1 Installation of cameras and hardware at DCPS existing/new sites and configuration to work with existing system and network.

C.5.5.2 Server installations and configurations shall be completed by certified technicians.

C.5.5.3 All exterior stationary cameras shall be approximately mounted 15 feet above the exterior grade. In the case of a split-level site, all exterior stationary cameras at a site shall be mounted on the same level.

C.5.5.4 If a split-level site has a variance of more than one floor, cameras installed on the lower levels shall be installed at approximately 15 feet above ground level and a minimum of 15 feet from any building corner.

C.5.5.5 PTZ cameras with corner mounts shall be mounted 20 feet above ground level or on the rooftop (as long as the rooftop has access).

C.5.5.6 DCPS Aiming and focusing guidelines must be strictly followed.

C.5.5.7 The Contractor shall recover and maintain hardware from schools scheduled to be constructed or modernized. Once the project is complete, hardware may be repurposed or re-installed at the same location.

C.5.5.8 The Contractor shall support central initiatives on infrastructure modernization, including server migration, system change, or upgrade.

C.5.6 Current Camera Network Infrastructure:**C.5.6.1 Recording Server (Dell PowerEdge R5xx)**

- o Dual XEON Silver Processor
- o Windows Server 2012, 2016, 2019
- o iDRAC Enterprise
- o 64GB RAM
- o 2x 480GB SSD (RAID5)
- o Using onboard bays
- o 12 x 3.5” front bays for storage
- o Quad Network card (1GB)
- o Dual Power supply
- o Storage
- o Storage is RAID 5
- o Minimum 4 x 8TB SATA Hard Drives
- o Maximum 12 x 10TB SATA Drives

C.5.6.2 Failover Server:

- o Dual XEON Silver Processor
- o Server OS 2016, 2019
- o iDRAC Enterprise
- o 64GB RAM
- o 2x 480GB SSD (RAID5)
- o Using onboard bays
- o 12 x 3.5” front bays for storage
- o Quad Network card (1GB)
- o Dual Power supply
- o Storage
- o Storage is RAID 5
- o Minimum 4 x 8TB SATA Hard Drives
- o Maximum 8 x 8TB SATA Hard Drives

C.5.6.3 Server hardware:

Server specification to support:

- Cameras recording in H.264
- Record a minimum of 30 days of motion-activated recording of at least 10 FPS.
- Record at each camera's maximum resolution (minimum of 1.3Megapixel per camera)
- For multi-server sites, the system must be configured to be accessed on a single interface
- Access Control, or at a minimum, door monitoring integration, must be configured.
- Wall monitors and drivers determined by the quantity of cameras, security office layout, and site requirements; usually, 1 x 32” monitor per 32 cameras as a minimum.
- Hardware warranty minimum four years

C.5.6.4 Desktop computer.

- Monitoring computer make and model must be supported by DCPS-IT
- Must have an i7 or higher processor
- Must have 16 GB or higher RAM
- Must have a minimum of 256 GB SSD storage or higher
- Hardware warranty minimum four years

C.5.6.5 Camera Hardware:

- Cameras must be Axis cameras.
- All cameras must be vandal resistant, PoE and remote Zoom and focus capable (Fixed lens cameras excluded for remote zoom and focus)
- The minimum resolution is 1.3MP
- Axis Gold level partners must complete camera designs and configurations to ensure the best use of cameras in the correct areas to accommodate for features such as Light finder, Infra-Red, WDR, Gatekeeper, Auto-tracking, camera hand-off and to take correct lens calculations, field of view, lighting conditions and blinding into account.
- Certified Axis installers must complete axis camera installations to ensure proper placement and installation guidelines are followed, particularly for IP66-rated installations.

Camera Models:

M3045-V	Indoor nearfield options, e.g., stairwells
M3046-V	Indoor wider-angle options, e.g., small rooms and double stairwells
P3225-V	Hallways and larger spaces
P3225-VE	Exterior doors and near to medium area coverage
P3225-LVE	Exterior doors and near to medium area coverage with IR

Q3505-VE 9mm / 2mm	Exterior greater area coverage (Depending on coverage demand)
Q6114-E / Q6115-E	Exterior PTZ (Depending on coverage requirement)
Q6055-E with Q6000-E	Exterior larger space, advanced auto-tracking, and guard-tour for parking spaces
P7216	for analog to IP encoding

Exterior P3364-VE is a degraded option but will be used from time to time when I/O ports on the camera are required.

Some other camera options can be used in special circumstances, such as the P3707-PE, M3105-LVE and M3106-LVE, Q1765-LE, and thermal cameras (Q1941-E, Q1942-E, and Q2901- E)

C.5.7 Camera locations and rules:

C.5.7.1. Interior Cameras:

- All delayed egress doors inside and outside
- Tamper-resistant and vandal-resistant are compulsory.
- All doors with exterior access (ingress or egress) are covered by a fixed camera (NOT PTZ).
- Welcome Center/Main Office
- X-Ray Machines/Metal Detectors
- Hallways
- Stairwells and Landings
- Cafeteria
- Serving Line
- Kitchen
- Serving line and register
- Gym
- Bleachers
- Common Areas
- Media Centers
- Computer Labs (NB)
- IDF and MDF

C.5.7.2 Exterior Cameras:

C.5.7.2.1 All doors with exterior access (ingress or egress) covered by a fixed camera (NOT Pan/Tilt/Zoom (PTZ))

- PTZ Cameras: Pendant, Arm, or Corner Mount – All PTZ cameras should be installed on corners to maximize viewing angles
- IR was needed.
- Tamper-resistant Vandal resistance is compulsory
- 360° Perimeter Protection
- Main Entrances and Doors with High-Traffic flow
- Parking Lots
- Basketball Courts
- Football Fields
- Outdoor play areas (Speakers possibly required)

C.5.7.2.2 No cables shall be exposed unless inside a drop ceiling and inside the IDF or MDF

C.5.7.2.3 All Cameras shall be mounted level.

Above all, consider the maintenance of the camera after the facility is occupied. It is not possible to bring lifts and jacks in after construction is complete, so always determine how the camera will be maintained in the future.

C.5.8 TECHNOLOGY REQUIREMENTS

To the best of its knowledge, the Bidder shall propose and supply a Video Management System commercial and available in competitive markets. Only equipment and/or product models that have been satisfactorily demonstrated to the Contractor Administrator may be used. The equipment supplied must be of new manufacture (not used or demo units), of the best quality, and installed per the manufacturer's approved recommendations. It must conform to the equipment specifications referenced in the above scope and requirements.

C.6 CONTRACTOR REQUIREMENTS AND MANAGEMENT

C.6.1 Contractor shall provide proof of the following Experience and Certifications:

- Axis Gold Level ADP Partner
- Minimum Cisco CCNA certified engineer
- Minimum one MCSA or equivalent certified engineer
- Minimum 2 Axis certified engineers
- Minimum 1 ESA CSI Certified engineer or approved equivalent program
- Minimum 1 ESA Life Safety Code engineer (different person to CSI engineer) Or approved equivalent program.'
- Minimum 1 Microsoft certified system administrator or equivalent
- Dell-approved reseller or OEM Partner

Must have at least one certified network engineer with an industry-standard certification such as CompTIA Network+, Mikrotik MTCNA, Cisco MCSE

C.6.2 Contractor must demonstrate extensive experience in the following systems:

- Alloy CCTV/NVR platforms
 - o IPnative
 - o Seawall
 - o Bolivar
- DiViS
- Aventura
- Cisco VSOM
- Cisco VSM
- Windows server administrator 2019 and above

C.6.3 Contractor shall have experience in the following:

- Proactively supporting enterprise systems (Large complex systems)
- Five years experience in the industry supporting enterprise systems
- Prefer to have a contractor that has experience working with OCTO and DCNET
- Extensive experience in Access Control and CCTV integration
- Minimum five years experience in CCTV system design on an enterprise level

C.6.4 The contractor shall provide the following:

- Certified technicians to perform all services.
- Proof of related certification.
- Ability to work after school hours.
- Proof of previous or existing contracts above \$1M.
- Support for any new surveillance systems makes and models that DCPS may standardize for the duration of the contract, including cloud-based solutions.

C.6.5 The contractor shall have knowledge of the following:

- Principles, practices, methods, and techniques for communicating information through audiovisual means.
- Skills to provide varied projects requiring the application of a wide range of planning and production processes.
- Advise and consult on product features, warranties, potential issues, etc.
- Resolution of significant technical or interpersonal difficulties that arise during production are handled professionally and expeditiously.

C.6.6 Project Management

C.6.6.1 Contract Management Plan – The Contractor shall prepare a draft and final Contract Management Plan specifying the tasks, sub-tasks, and approaches to provide the services and products specified, including the deliverable documents, analyses, and reports necessary to fulfill this requirement.

This Plan shall be delivered in the draft not later than one week following the award of the Contract.

C.6.6.2 Weekly Contract Status and Progress Review – The Contractor shall participate in weekly management review meetings and be prepared to present and discuss the following:

- Activities planned for the week
- Work and deliverables completed during the period
- Status of ongoing activities
- Activities planned for the following week
- Problems or issues projected or identified
- Alternatives and/or recommended solution(s) for identified or projected problems or issues; and
- Known or projected resources (staff and funding) and schedule impacts.
- The vendor shall provide monthly reports of trouble tickets in open or pending status, and tickets closed/completed with the resolution details.

C.6.6.3 Monthly Reporting Requirements – The contractor shall provide the following monthly reports:

- Report trouble tickets in open or pending status and tickets closed/completed with the resolution details.
- Report hours incurred during the previous calendar month.
- Report the itemized cost of equipment purchased during the previous calendar month

SECTION D: PACKAGING AND MARKING Reserved

SECTION E: INSPECTION AND ACCEPTANCE

E.1 The inspection and acceptance requirements for this contract shall be governed by clause number *five, Inspection of Supplies, AND clause number six, Inspection of Services* of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be from October 1, 2023, to September 30, 2024.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract, provided that the District will give the Contractor preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the district to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty-day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to the expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period(s) shall be as specified in Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to complete the District’s requirements and submit each deliverable to the Contract Administrator identified in section G.9 in accordance with the following:

CLIN	Deliverable	Format/Method of Delivery	Due Date
0001	Contract Management Plan	Via Email to CA	One week after the contract award
0002	Monthly report of all repairs requested and when completed. See C.6.6.3	Via Email to CA	30 th of every month
0003	Weekly Contract Status and Progress Review	Management review meeting	Weekly
0004	Request for Hardware Replacement	Via Email to CA	As Needed
0005	Monthly Aggregated Report of Authorized Hardware Replacements	Via Email to CA	30 th of every month

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5, which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances, or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2 INVOICE SUBMITTAL (electronic)

G.2.1 The Contractor shall create and submit applications for payment electronically through the DC Vendor Portal, <https://vendorportal.dc.gov>.

G.2.2 Unless otherwise specified in the Contract, the Contractor shall submit proper invoices monthly.

G.2.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number listed on the Contractor’s profile.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, the final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 The District shall not make final payment to the Contractor until the agency CFO has received the CO’s final determination or approval of waiver of the Contractor’s compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

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G.4 PAYMENT

G.4.1 ORDERING CLAUSE

G.4.1.1 Any supplies and services to be furnished under this contract must be ordered by issuance of delivery orders or task orders by the CO. Such orders may be issued during the term of this contract.

G.4.1.2 All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery or task order and this contract, the contract shall control.

G.4.1.3 If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due because of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT ACT (Feb 2019)

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date.

G.6.1.2 No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

G.6.1.2.1 3rd day after the required payment date for meat or a meat product.

G.6.1.2.2 5th day after the required payment date for an agricultural commodity or

G.6.1.2.3 15th day after any other required payment date.

G.6.1.3 Any amount of an interest penalty that remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt, and thereafter, interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor shall take one of the following actions within seven days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

G.6.2.1.1 Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

G.6.2.1.2 Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the non-payment.

G.6.2.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the following:

G.6.2.2.1 3rd day after the required payment date for meat or a meat product.

G.6.2.2.2 5th day after the required payment date for an agricultural commodity; or

G.6.2.2.3 15th day after any other required payment date.

G.6.2.3 Any amount of an interest penalty that remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor, and thereafter, interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

G.6.3.2 The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Brenda Allen
Contracting Officer
District of Columbia Public Schools
1200 First Street, NE, 9th floor.
Washington, DC 20002
Phone: 202-251-2780
E-mail: brenda.allen@k12.dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.8.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2** The Contractor shall not comply with any order, directive, or request that changes or modifies the requirements of this contract unless issued in writing and signed by the CO.
- G.8.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority, and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINISTRATOR (CA)

- G.9.1** The CA is responsible for the general administration of the contract and advising the CO on the Contractor's compliance or noncompliance with the contract. The CA is responsible for ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract.
- G.9.1.2** Coordinating site entry for Contractor personnel, if applicable.
- G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure.
- G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions and
- G.9.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment), and invoices or vouchers.
- G.9.2** The address and telephone number of the CA is:

Franklin Chrisman

Security Manager, Physical Security
Office of the Chief Operating Officer
3535 V Street, NE, Washington, DC 20018
Cell Phone: 202-373-4578
Email: franklin.chrisman@dc.gov

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery, or task order. Only the CO shall make contractual agreements, commitments, or modifications.
2. Grant deviations from or waive any of the terms and conditions of the contract.
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor.
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least 51 percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 26 dated 5/10/2023, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods, and the Contractor may be entitled to an equitable adjustment.

H.3 PREGNANT WORKERS' FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or an equivalent position with equivalent:

(1) Pay;

(2) Accumulated seniority and retirement;

(3) Benefits; and

(4) Other applicable service credits;

(c) Deny employment opportunities to an employee or a job applicant if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by a pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy or other condition covered by the PPWF Act within ten days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

(1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual from the job; or

(2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS' NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

Delete Article 35, 51% District Residents New Hires Requirements and First Source Employment Agreement, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Section **H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT** in its place:

H.5 51% DISTRICT RESIDENTS' NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service (DOES), in which the Contractor shall agree that:

(a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register, and

(b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin the performance of the contract until DOES has accepted its Employment Agreement. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

- H.5.6** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.
- H.5.7** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- H.5.8** Any contractor that violates, more than once, within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes as supplemented and modified by this Contract.**
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations that employ 50 employees or less.
- H.6 RESERVED**
- H.7 RESERVED**
- H.8 RESERVED**
- H.9 SUBCONTRACTING REQUIREMENTS**
- H.9.1 Mandatory Subcontracting Requirements**
- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified, certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43 or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be

with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43 or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43 or is selected through a set-aside program shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.9.2 Subcontracting Plan

If the prime contractor is required to subcontract under this contract, it shall submit a subcontracting plan as part of the bid, and it may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor.
- (2) A current certification number of the small or certified business enterprise.
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

H.9.3 Copies of Subcontracts

Within 21 days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor, and the Director of DSLBD.

H.9.4 Subcontracting Plan Compliance Reporting

- H.9.4.1** The Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor, and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;

- (B) A description of the goods procured or the services subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract if it was not provided with an earlier quarterly report.

H.9.4.2 If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

H.9.5 Annual Meetings

Upon at least 30 days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor, and the Director of DSLBD to provide an update on its subcontracting plan.

H.9.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

- H.9.7.1** A contractor shall be deemed to have breached a subcontracting plan required by law if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement, or (iii) fails to meet its subcontracting requirements.
- H.9.7.2** A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- H.9.7.3** If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **clause 8 of the SCP, Default.**

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) ("Act" as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.

- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- H.10.4** The Contractor may only withdraw a conditional offer of employment or take adverse action against an applicant for a legitimate business reason as described in the Act.
- H.10.5** This section and the provisions of the Act shall not apply:
- (a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment.
 - (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories.
 - (c) To any facility or employer that provides programs, services, or direct care to children, youth, or vulnerable adults or
 - (d) To employers that employ less than 11 employees.
- H.10.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11 DISTRICT RESPONSIBILITIES

- H.11.1** Every three months (quarterly), DCPS will evaluate the Contractor's performance and compliance with the contract in accordance with the established performance evaluation form
- H.11.2** Assuring the Contractor has access to the facilities, as needed

H.12 CONTRACTOR RESPONSIBILITIES

- H.12.1** The Contractor shall make available to DCPS all resumes, cover letters, copies of degrees, licenses, certifications, and other employee information of the proposed staff. This information is required when submitting the proposal, at contract award, and before the staff provides services to DCPS.
- H.12.2** The Contractor shall provide services consistent with the procedures and standards established by the District of Columbia state regulations and all other statutory requirements.
- H.12.3** The Contractor shall provide documentation with invoices that:
- Corroborate the date(s) and time(s) of service provided; an
 - Verify arrival and departure times on new installations.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (SCP) are incorporated as part of the contract. To obtain a copy of the SCP, go to <http://ocp.dc.gov>, under Quick Links, and click “Required Solicitation Documents.”

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters, nor shall it disclose any such information to any other person, firm, or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays unless otherwise stated herein.

I.5 RIGHTS IN DATA

Delete clause 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services, and/or technology furnished by or through the Contractor, including existing and custom Products, such as but not limited to, a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to the commencement of work, or else they will be presumed to be Custom Products.
3. “Custom Products” - Products, preliminary, final, or otherwise, which are created or developed by the Contractor, its subcontractors, partners, employees, resellers, or agents for the District under the contract.
4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered, or operating in conjunction with hardware or Custom Products, shall remain with the Contractor or third-party proprietary owner, who retains all rights, title, and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.
2. Custom Products: Effective upon Product creation, the Contractor shall convey, assign, and transfer to the District the sole and exclusive rights, title, and interest in Custom Products, whether preliminary, final, or otherwise, including all patent, trademark, and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction, and marketing by or through the Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques, and experience developed under a project or work plan in the course of the Contractor’s business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without

alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided by the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- A. **GENERAL REQUIREMENTS.** At its sole expense, the Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance to the Contracting Officer (CO), giving evidence of the required coverage before commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized insurer(s) representative have been provided to and accepted by the CO.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insured for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The other insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13, or it is equivalent to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

Suppose the Contractor and its subcontractors maintain broader coverage and/or higher limits than the minimums shown below. In that case, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO concerning the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 for each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or its equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds.
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning, or explosion; theft; windstorm, hail, or earthquake; flood; mischief or vandalism; or the sinking, burning, collision, or derailment of any conveyance transporting the covered "auto."
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia

- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds.
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Defense costs shall be in addition to and not erode the limits of liability.
- e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)

3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury, \$500,000 per employee for disease, and \$500,000 for policy disease limit.

The Workers' Compensation and Employers' Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b) Where applicable, include the United States Longshore and Harbor Workers Compensation Act (USL&H)
- c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.

4. Technology Liability, Media Liability, and Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of the Contractor's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include, but not be limited to, third-party and first-party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, the negligent transmission of a computer virus, or use of computer networks in connection with the denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by the Contractor on behalf of The Government of the District of Columbia in the event of a data breach, including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. The Contractor shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two years after.
5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and

\$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits of \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and more than all liability policies. All liability coverage must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance, or reinsurance maintained by The Government of the District of Columbia, and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.
7. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractors, its employees, and/or volunteers which result in a loss to the District. The Government of the District of Columbia shall be included as a loss payee. The policy shall provide a limit of \$100,000 per occurrence.
8. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits of \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm, and non-physical abuse, such as verbal, emotional, or mental abuse; any actual, threatened, or alleged act; errors, omission, or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts or through a separate stand-alone sexual abuse and molestation policy with confirmation that there are no exclusions for abuse or assault & battery under the General Liability. So-called “silent” coverage or “shared” limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the ORM for compliance review.

C. **SUBCONTRACTOR INSURANCE REQUIREMENTS**

Any and all subcontractors engaged by the Contractor for work under this agreement shall be required to have the same insured required of the Contractor. Should the Contractor wish to propose different insurance requirements than outlined below, then, prior to the commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the subcontractor Insurance Requirement Template provided to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor. In either instance, the Contractor must provide proof of the subcontractor's required insurance prior to the commencement of work by the subcontractor.

D. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance, or self-insurance, including any deductible or retention, maintained by the Government of the District of Columbia.

- E. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by The Government of the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction-related contracts.
- F. **LIABILITY.** These are the required minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the contractor's liability under this contract.
- G. **CONTRACTOR'S PROPERTY.** Contractors and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of The Government of the District of Columbia.
- H. **MEASURE OF PAYMENT.** The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all the costs of insurance and bonds in the contract price.
- I. **NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given 30 days prior written notice in the event of cancellation, non-renewal, or material changes to the extent such cancellation or material changes result in the Contractor no longer complying with the above requirements. The Contractor shall provide the CO with ten days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving the Contractor at least 30 days' notice of the change. The Contractor must comply, at your expense, and deliver to the CO evidence of compliance before the change becomes effective.
- J. **CERTIFICATES OF INSURANCE.** The Contractor must send to CO, at least ten days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. The contractor must also provide us with evidence of renewal before the expiration date of each insurance policy. The Contractor is responsible for providing us with 30 days' advanced written notice if the certificate of insurance by the insurer has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to the following:

The Government of the District of Columbia

Yawovi Klouvi
 Senior Contract Specialist
 District of Columbia Public Schools
 Office of Chief Resource Strategy
 Contracts and Acquisitions Division
 1200 First Street, NE – 9th Floor
 Washington, DC 20002
 Phone: 202-442-5114
 E-mail: yawovi.klouvi@k12.dc.gov

The CO may request, and the Contractor shall promptly deliver, updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- K. **DISCLOSURE OF INFORMATION.** The Contractor agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party that presents a claim against The Government of the District of Columbia for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants, or subcontractors in the performance of this contract.
- L. **CARRIER RATINGS.** All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII or better (or the equivalent by any other rating agency) and licensed in the District of Columbia.
- M. **WARRANTIES.** When applicable, the Contractor should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). CO should collect, review for accuracy, and maintain all warranties for goods and services.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any bidder who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this IFB will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) IFB, as amended
- (6) Bid

I.11 DISPUTES

Delete clause 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 14, Disputes, in its place:

14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

(a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
 - (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;
 - (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
 - (iv) The Contractor's request for relief or other action by the CO.
- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.

- (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The CO's written decision shall do the following:
- (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.
- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six years of the commission of the misrepresentation of fact or fraud.
- (7) Pending the final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with the performance of the contract in accordance with the decision of the CO.
- (b) Claims by the District against the Contractor:** Claim, as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.

- (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
- (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle, or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending the final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with the performance of the contract in accordance with the decision of the CO.

I.12 CHANGES (Feb 2019)

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes, in its place:

15. Changes

- (a) The CO may, at any time, by written order and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the

cost of performance of the contract or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **clause 14 Disputes**.

- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the contract unless the CO:
 - (1) Agrees with the Contractor, and if applicable, the subcontractor, on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within 30 days after the Contractor submits a proper invoice; and
 - (4) Provide the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
 - (1) Within five business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
 - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled to the additional work within ten days of receipt of payment from the District; and
 - (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

I.13 NON-DISCRIMINATION CLAUSE

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

19. Non-Discrimination Clause:

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In

addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.

(b) Pursuant to Mayor's Order 85-85 (6/10/85), Mayor's Order 2002-175 (10/23/02), Mayor's Order 2011-155 (9/9/11), and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:

- (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act.
- (2) The Contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to, the following:
 - (a) employment, upgrading, or transfer;
 - (b) recruitment, or recruitment advertising;
 - (c) demotion, layoff, or termination;
 - (d) rates of pay or other forms of compensation; and
 - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b)(1) and (b)(2) concerning nondiscrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the nondiscrimination requirements set forth in paragraph 19(b)(2).
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act and shall post

copies of the notice in conspicuous places available to employees and applicants for employment.

- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.
- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clause, i.e., paragraphs 19(b)(1) through (b)(9) of this clause, so that such provisions shall be binding upon each subcontractor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.14 COST AND PRICING DATA

Delete clause 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination no 26 dated 5/10/2023
J.3	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents.”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov ; under Quick Links, click “Required Solicitation Documents.”
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at http://ocp.dc.gov ; under Quick Links, click “Required Solicitation Documents.”
J.7	Tax Certification Affidavit available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents.”
J.8	Subcontracting Plan (if required by law) available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents.”
J.9	First Source Initial Employment Plan (if the contract is \$300,000 or more) available at http://ocp.dc.gov ; under Quick Links, click on “Required Solicitation Documents.”

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER
STATEMENTS OF BIDDERS**

Bidder/Offeror Certification Form

available at <http://ocp.dc.gov>,
under Quick Links, click on “Required Solicitation Documents.”

SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS**L.1 METHOD OF AWARD**

- L.1.1** The District reserves the right to accept/reject any/all bids resulting from this solicitation. The CO may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2** The District intends to award a single contract resulting from this solicitation to the responsive and responsible bidder who has the lowest bid.

L.2 BID SUBMISSION DATE AND TIME

Proposals must be submitted electronically via email at dcpsoca.inquiries@k12.dc.gov **no later than Tuesday, September 5, 2023, at 12:00 PM EST.**

L.3 FAMILIARIZATION WITH CONDITIONS

Bidders shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered and the conditions under which the work is accomplished. Bidders will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules, and liabilities concerning the services to be performed.

L.4 WITHDRAWAL OR MODIFICATION OF BIDS

A bidder may modify or withdraw its bid upon written or facsimile transmission if received at the location designated in the solicitation for submission of bids, but not later than the exact time set for opening of bids.

L.5 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

- L.5.1** Bids, modifications to bids, or requests for withdrawals that are received at the location designated in the solicitation after the time and date specified above are “late” and shall be considered only if they are received before the award is made, and any of the following circumstances apply:
- a. The bid or modification was sent by registered or certified mail no later than five (5) calendar days before the date specified for receipt of bids.
 - b. It was sent by mail, and the contracting officer determines that the late receipt was due solely to mishandling by the District after receipt at the location specified in the IFB or

- c. It was sent electronically by the bidder prior to the time and date specified, and there is objective evidence in an electronic form confirming that the bid was received prior to the bid receipt time and date specified.

L.5.2 Late Submissions

A late bid, late request for modification, or late request for withdrawal shall not be considered except as provided in this section.

L.5.3 Late Modifications

A late modification of a successful bid that makes its terms more favorable to the District will be considered at any time it is received and may be accepted.

L.5.4 Late Bids

A late bid, late modification, or late withdrawal of a bid that is not considered shall be held unopened unless opened for identification until after award and then retained with unsuccessful bids resulting from this solicitation.

L.6 RESERVED

L.7 ERRORS IN BIDS

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the bidder's risk. In the event of a discrepancy between the unit price and the total price, the unit price shall govern.

L.8 QUESTIONS ABOUT THE SOLICITATION

If a prospective bidder has any questions relating to this solicitation, the prospective bidder shall submit the questions electronically via dcpsoca.inquiries@k12.dc.gov. The prospective bidder should submit questions no later than **1:00 p.m. on Thursday, August 31, 2023**. The District may not consider any questions received after **Thursday, August 31, 2023**. The District will furnish responses to the questions. An amendment to the solicitation will be issued if the CO decides that information is necessary for submitting bids or if the lack of it would be prejudicial to any prospective bidder. Oral explanations or instructions given by District officials before the award of the contract will not be binding. The amendment will be **posted on the DCPS website on Friday, September 1, 2023, by 5:00 p.m.**

L.9 BID PROTESTS

Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a contract must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of the protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation that are apparent prior to bid opening, or the time set for receipt of initial bids shall be filed with the

Board prior to bid opening or the time set for receipt of initial bids. In procurements in which bids are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation must be protested no later than the next closing time for receipt of bids following the incorporation. The protest shall be filed in writing with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for solicitation.

L.10 ACKNOWLEDGMENT OF AMENDMENTS

The bidder shall acknowledge receipt of any amendment to this solicitation electronically via (dcpsoca.inquiries@k12.dc.gov). The District must receive the acknowledgment by the date and time specified for receipt of proposals. A bidder's failure to acknowledge an amendment may result in the rejection of its offer.

L.11 SIGNING OF BIDS

L.11.1 The Contractor shall sign the bid and print or type its name on the Solicitation, Offer, and Award form of this solicitation. Each bid must show a full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initiated by the person signing the bid. Bids signed by an agent shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the CO.

L.11.2 All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with the authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation.

L.12 BIDS WITH OPTION YEARS

The bidder shall include option year prices in its bid. A bid may be determined to be nonresponsive if it does not include option year pricing.

L.13 LEGAL STATUS OF BIDDER

Each bid must provide the following information:

L.12.1 Name, address, telephone number, and federal tax identification number of the bidder.

L.12.2 A copy of each District of Columbia license, registration, or certification that the bidder is required by law to obtain. If the bidder is a corporation or partnership and does not provide a copy of its license, registration, or certification to transact business in the District of Columbia, the bid shall certify its intent to obtain the necessary license, registration, or certification prior to contract award or its exemption from such requirements; and

L.12.3 If the bidder is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture and copies of any joint venture or teaming agreements.

L.13 BID OPENING

The District shall make publicly available the name of each bidder, the bid price, and other information that is deemed appropriate. The bid opening will be held on Tuesday, September 05, 2023, at 2:00 p.m. through Team Meeting (we will provide the link via email).

L.14 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages to the CO. **Each certificate of insurance must identify the contract or solicitation number.**

L.15 GENERAL STANDARDS OF RESPONSIBILITY

L.15.1 To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract.
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments.
- (c) Has a satisfactory performance record.
- (d) Has a satisfactory record of integrity and business ethics.
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations.
- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, D.C. Official Code § 2-219.01 *et seq.*, as amended.
- (g) Has or can obtain the necessary organization, experience, accounting, operational control, and technical skills.
- (h) Has or can obtain the necessary production, construction, technical equipment, and facilities.
- (i) Has not exhibited a pattern of overcharging the District.
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and eligible for an award under applicable laws and regulations.

L.15.2 If the prospective contractor fails to supply the requested information, the CO shall determine responsibility or non-responsibility based on available information. If the available information is insufficient to decide on responsibility, the CO shall determine the prospective contractor to be non-responsible.

SECTION M: EVALUATION FACTORS

M.1. PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2005”, D.C. Code § 2-218.01 *et seq.*, as amended (“Act,” as used in this section), the District shall apply preferences in evaluating bids from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.1.1. Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

- M.1.1.1** A prime contractor that is a small business enterprise certified by the DSLBD (SBE) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this IFB.
- M.1.1.2** A prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the ROB in response to this IFB.
- M.1.1.3** A prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to this IFB.
- M.1.1.4** A prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to this IFB.
- M.1.1.5** A prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to this IFB.
- M.1.1.6** A prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to this IFB.
- M.1.1.7** A prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the VOB in response to this IFB.
- M.1.1.8** A prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the bid price for a bid submitted by the LMBE in response to this IFB.
- M.1.1.9** Any prime contractor that is an equity impact enterprise (EIE) certified by DSLBD will receive a ten percent (10%) reduction in the bid price for a bid submitted by the EIE in response to this IFB.

M.1.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled is twelve percent (12%). There will be no

preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.1.3 Preferences for Certified Joint Ventures

A joint venture certified by DSLBD for this solicitation will receive preferences as a prime contractor as determined by DSLBD.

M.1.4 Verification of Bidder's Certification as a Certified Business Enterprise

M.1.4.1 Any bidder seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the bidder's certification with DSLBD, and the bidder should not submit with its bid any documentation regarding its certification as a certified business enterprise.

M.1.4.2 Any bidder seeking certification in order to receive preferences under this solicitation should contact the following:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

M.1.4.3 All bidders are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.2 EVALUATION OF OPTION YEARS

The District will evaluate bids for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. The quantities to be awarded will be determined at the time each option is exercised.