

District of Columbia Retirement Board (DCRB)

Request for Quotations for Professional Services for a
Technical Writer

Solicitation Number: DCRB-13-022



Release Date: May 23, 2013

Eric Stanchfield, Executive Director

SOLICITATION, OFFER, AND AWARD		1. Caption		Page of Pages	
		Professional Services for a Technical Writer		1	6
2. Contract Number	3. Solicitation Number DCRB-13-022	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued 5/23/2013	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside (CBE Market) <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: District of Columbia Retirement Board Procurement 900 7th Street, NW, 2nd Floor Washington, DC 20001			8. Address Offer to: District of Columbia Retirement Board Procurement 900 7th Street, NW, 2nd Floor Washington, DC 20001		

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at Above Adress until 16:00 local time 7-Jun-13
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See Solicitation. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name	B. Telephone			C. E-mail Address
	Yolanda Smith	(Area Code) 202	(Number) 343-3200	(Ext)	yolanda.smith@dc.gov

11. Table of Contents

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OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment	<input type="checkbox"/> 10 Calendar days %	<input type="checkbox"/> 20 Calendar days %	<input type="checkbox"/> 30 Calendar days %	<input type="checkbox"/> _____ Calendar days %
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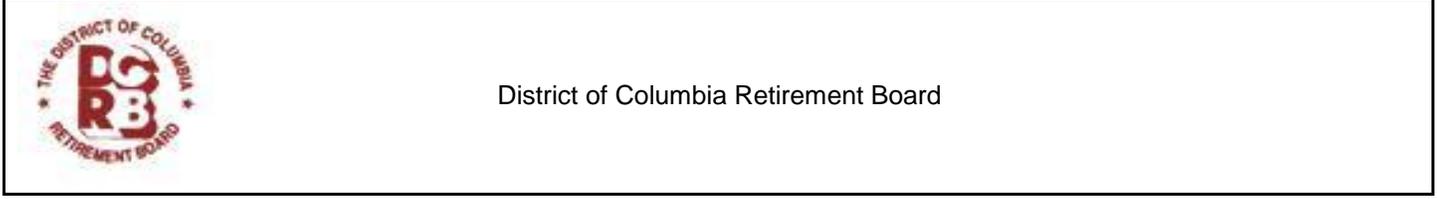
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror		16. Name and Title of Person Authorized to Sign Offer/Contract	
15B. Telephone	15 C. Check if remittance address is different from above - Refer to Section G	17. Signature	18. Offer Date
(Area Code) (Number) (Ext)	<input type="checkbox"/>		

AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation

22. Name of Contracting Officer (Type or Print) Eric Stanchfield, Executive Director	23. Signature of Contracting Officer (District of Columbia)	24. Award Date
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REQUEST FOR QUOTATION (RFQ)

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

B.1 The Board of Columbia Retirement Board (“Board”) is seeking a vendor to provide a qualified senior level Technical Writer to assist the Board document end user and technical systems processes.

B.2 The Board contemplates award of a firm fixed price contract.

B.3 Price Schedule

B.3.1 Base Period (Two Months): July 1, 2013-September 30, 2013

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Technical Writer	\$_____ per hour	1	\$_____
Grand Total for B.3.1				\$_____

B.3.2 Option Period 1 (Six Months): October 1, 2013-March 31, 2014

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Technical Writer	\$_____ per hour	1	\$_____
Grand Total for B.3.1				\$_____

B.3.3 Option Period 2 (Six Months): April 1, 2013-September 30, 2014

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Technical Writer	\$_____ per hour	1	\$_____
Grand Total for B.3.1				\$_____

I _____ certify that the proposed hourly rates do not exceed the lowest hourly rates charged to any entity of the District of Columbia or any Federal, State, or local government entity for performing similar types of work and that if, subsequent to award of a contract, hourly rates charged to any District of Columbia, Federal, State, or local government entity for performing similar types of work become lower than the hourly rates specified in the contract, the contractor shall promptly notify the Board and substitute the lower hourly rates for all future work. Additionally, I certify that I am authorized to bind my company to the rates provided.

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SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Board has a need for one (1) senior level Technical Writer. The incumbent will be responsible for collecting business requirements from internal and external clients to translate into wireframes and business requirement documents. This senior level person will be responsible for developing user manuals, user guides, online help, and operational guides for applications developed at the Board. Additionally, this position requires reviews and editing of project life cycle documents as well as end user training when necessary.

This position will work in the Board's office. The incumbent will work under the supervision of the Director of Information Technology who coordinates assignments in terms of scope and objectives. The incumbent carries out the assignments, both independently and within a team framework as needed given predefined and established protocols while exhibiting initiative, judgment and resourcefulness.

Keeps Director of Information Technology or his designee(s) informed of completed tasks, progress of assigned tasks and of potentially controversial matters that may require changes in approach. Completed work is reviewed from an overall performance perspective in terms of timeliness, accuracy and effectiveness in meeting requirements and/or expected results.

Vendors must provide the resume of the potential candidate for this position detailing conformance with required skills, qualifications, education, and preferred skills (if applicable). Vendors are not restricted in the number of resumes submitted.

The Board reserves the right to award to the other than the lowest price vendor where the award presents the most advantageous benefit(s) to the Board and its participants and beneficiaries.

C.2 REQUIREMENTS

C.2.1 In addition to those responsibilities listed above, the incumbent may perform the following duties:

- a) Develop documentation project plans and timelines.
- b) Plan, design, research, write, and edit a range of documents, including user guides and manuals, technical specifications, training materials, user policies, and proposals, for both print and online media.
- c) Edit written documentation of development and other IT staff to create unified and consistent support documents.
- d) Establish, communicate, and maintain documentation standards, and provide training where required.
- e) Research, evaluate, and recommend new documentation tools and methods in support of documentation improvement efforts.

C.2.2 QUALIFICATIONS REQUIREMENTS

To be considered, incumbent must have at least Bachelors' degree in Communications, English, Journalism, Marketing or related field and 5-7 years of direct experience. A background in technology is desirable.

C.2.2.1 REQUIRED SKILLS:

- a) Hands-on technical writing and editing experience, with specific experience in documenting information technology software and systems.
- b) Knowledge of information gathering, planning, and organizing methods and principles.
- c) Proficient with Microsoft Office applications with advanced capabilities using Word, PowerPoint, Visio
- d) Familiar with Microsoft SharePoint for the management of documents.
- e) Experience with desktop publishing and e-learning tools such as Adobe RoboHelp, Captivate, Acrobat and Photoshop
- f) Exceptional grammar, writing, and copy editing skills.
- g) Experience with change control software, tools and processes.
- h) Strong understanding of document formatting and presentation techniques.

C.2.2.2 PREFERRED SKILLS:

- a) Experience in inspection techniques/methods/equipment ISO20000
- b) Knowledge of ITIL/FIPS/NIST.

SECTION D: PERIOD OF PERFORMANCE AND DELIVERABLES

D.1 TERM OF CONTRACT

The term of the contract shall be for a period of 900 days from date of award.

D.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

D.2.1 The Board may extend the term of this contract for a period of two (2) 180 day option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the Board will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the Board 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 (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

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

D.2.3 The price for the option period shall be as specified in the Section B.

D.2.4 The total duration of this contract, including the exercise of any option under this clause, shall not exceed 510 calendar days.

D.3 BOARD RESPONSIBILITIES

The Board will provide the Contractor with access to the information required to successfully provide goods and services.

The Board will provide complete documentation to the successful Contractor after contract award. The Board will provide appropriate access to computer applications and documents to the Contractor's staff in accordance with IT and data security procedures.

D.4 SECURITY AND BACKGROUND CHECKS

Due to the sensitive nature of the information that the Vendor's staff will be supporting, a background check may be requested to be performed on all personnel and employees who are assigned to work on this contract. The Board shall notify the successful Vendor if this requirement will be enforced upon award of a subsequent contract.

The Vendor shall not assign anyone to work on this contract and shall immediately remove from work on this contract anyone who has been convicted within the past seven years of fraud or any felony or who is currently under arrest warrant. Any exceptions to this policy must be approved in writing by the Contracting Officer.

The background check must be returned in a favorable status prior to the Vendor's staff commencing work on this contract. The cost of the background check will be paid directly by the Vendor. The background check must be performed by the Board of Columbia's Metropolitan Police Department located at 300 Indiana Avenue, N.W., Washington, DC 20001. The current cost of the background check is \$35 per applicant.

In addition to the aforementioned requirement, Vendor and all personnel working on this contract must sign a confidentiality statement provided by the Board.