

District of Columbia Retirement Board (DCRB)

Request for Quotations for Professional Services for
Human Resources Data Technicians

Solicitation Number: DCRB-13-024



Release Date: May 3, 2013

Eric Stanchfield, Executive Director
900 7th Street, N.W. Second Floor, Washington, DC 20001

SOLICITATION, OFFER, AND AWARD			1. Caption Professional Services for Human Resources Data Technicians		Page of Pages 1 6	
2. Contract Number	3. Solicitation Number DCRB-13-024	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 5/3/2013	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			

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

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 Address until 16:00 local time 20-May-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 Yolanda Smith	B. Telephone			C. E-mail Address yolanda.smith@dc.gov
		(Area Code) 202	(Number) 343-3200	(Ext)	

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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 (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date

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



District of Columbia Retirement Board

REQUESTS FOR QUOTATIONS (RFQ)

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

B.1 The District of Columbia Retirement Board (“Board”) is seeking a vendor to provide qualified temporary Human Resources/Data Technicians to review and enter human resource information into the PeopleSoft System.

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

B.3 Price Schedule

B.3.1 Base Period (Six Months)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Human Resources/Data Technician	\$___ per Hour	3	\$_____
Grand Total for B.3.1				\$_____

B.3.2 Option Period One (Six Months)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Human Resources/Data Technician	\$___ per Hour	3	\$_____
Grand Total for B.3.2				\$_____

B.3.3 Option Period Two (Six Months)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Human Resources/Data Technician	\$____ per Hour	3	\$_____
Grand Total for B.3.3				\$_____

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 up to three (3) temporary Human Resources/Data Technicians for the Data Reclamation project. These positions will work at various District of Columbia agencies.

The primary purpose of this position is to perform duties involved in the collection, interpretation, documentation, and input of human resource and employment data in support of assigned project tasks. Additionally, this position may assist in the development and/or extrapolation of data through observation, interviews and analysis of human resource and employment records.

Incumbent works under the general supervision of the Project Manager who coordinates assignments in terms of scope and objectives. The incumbent carries out the assignment(s), both independently and within the framework of a team, given predefined and established protocols while exhibiting initiative, judgment and resourcefulness. Keeps Project Manager informed of progress 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. Offerors must provide a resume of all potential candidates for these positions detailing conformance with required skills, qualifications, education and preferred skills (if applicable). The Offeror is not limited in the number of resumes of qualified candidates it can submit in response to this requirement.

C.2 REQUIREMENTS

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

- a) Interprets documentation found in hard copy and electronic personnel files
- b) Analyzes human resource and employment data to recognize trends and draw conclusions
- c) Assists in the digitization of paper based employment records as applicable
- d) Interacts with various staff levels on matters regarding data collection and/or entry
- e) Coordinates and/or participates in the entering of data in databases or HRIS systems
- f) Maintains accurate records and documentation of data processed
- g) Submits weekly status reports summarizing activities completed
- h) Recommends new methods for collection and documentation of data if applicable
- i) Assists in the preparation of reports and analysis on identified trends in the data sets
- j) Reviews discrepancies in data received, and requests clarification
- k) Performs data verification routines as instructed
- l) Performs other work duties incidental to the work contained herein

C.2.2 QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of three years of human resource and analytical experience in the areas of retirement, benefits, compensation, HRIS or any function in human resources that is responsible for the maintenance of

employment history. A high school diploma with 3 years of specialized experience in Human Resources combined with Business Analysis/Administration utilizing Information technology systems or related field that demonstrates ability to perform duties.

Bachelor's Degree in Human Resources/Human Capital, Business Administration Information Technology, Engineering, Math, Statistics, or related field is preferred.

C.2.2.1 REQUIRED SKILLS:

- a) Proficient in the utilization of spreadsheets
- b) Ability to utilize Microsoft Office
- c) Ability to analyze employment records and resolve data discrepancies
- d) Ability to interpret records to extract the necessary information
- e) Attention to detail
- f) Ability to clearly document and/or follow-up on all assigned tasks
- g) Intermediate math skills including calculations using fractions, percent or ratios
- h) Ability to understand complex, multi-step written and/or oral instructions
- i) Ability to work with data of varied types and formats
- j) Demonstrated problem solving skills
- k) Excellent interpersonal and communication (written and verbal) skills
- l) Ability to spot trends in electronic and paper forms
- m) All applicants must submit and pass background check

C.2.2.2 PREFERRED SKILLS:

- a) Familiarity with Federal and/or District of Columbia forms and employment records
- b) Experience working in a Human Resources Department Environment
- c) Experience working in a PMO environment
- d) Understanding of data analytics
- e) Understanding of simple databases
- f) Demonstrated ability to use deductive logic in solving data issues

SECTION D: PERIOD OF PERFORMANCE AND DELIVERABLES

D.1 TERM OF CONTRACT

The term of the contract shall be for a period of 180 days from date of award specified in Section B.

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(s) shall be as specified in the Section B of the contract.

D.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 540 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 Offeror's staff will be supporting, a background check shall be performed on all personnel and employees who are assigned to work on this contract. The Offeror 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 Offeror's staff commencing work on this contract. The cost of the background check will be paid directly by the Offeror. The background check must be performed by the District 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, Offeror and all personnel working on this contract must sign a confidentiality statement provided by the Board.

SECTION E: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

E.1 METHOD OF AWARD

E.1.1 The Board reserves the right to accept/reject any/all quotes resulting from this solicitation. The Contracting Officer may reject all quotes or waive any minor informality or irregularity in quotes received whenever it is determined that such action is in the best interest of the Board. Based on resumes provided the Board reserves the right to interview perspective candidates to determine if the potential candidate possesses requirements in accordance with section C of the solicitation. In addition, the Board reserves the right to test candidate's knowledge, skills and abilities in accordance with the requirements in section C of the solicitation.

E.1.2 The Board intends to make contract award(s) resulting from this solicitation to the responsive and responsible offeror on a best value basis.

E.2 PREPARATION AND SUBMISSION OF QUOTES

E.2.1 One original and one (1) copy of the written quote shall be submitted. Quotes shall be typewritten in 12 point font size on 8.5" by 11" bond paper. In addition, quotes shall be submitted electronically via USB thumb drive. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Request for Quotations- Solicitation No. DCRB-13-024- Human Resources Data Technicians".

E.2.2 All electronic attachments shall be submitted as a .pdf file. The Board will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered. **Please note that each attachment is limited to a maximum size of 25 MB.**

E.2.2 The Board may reject as non-responsive any bid that fails to conform in any material respect to the RFQ.

E.2.3 The Board may also reject as non-responsive any quotes submitted on forms not included in or required by the solicitation. Offerors shall make no changes to the requirements set forth in the solicitation.

E.2.4 The offeror must submit pricing on all CLINs to be considered for this award. Failure to do so will render the submission non-responsive and disqualify the submission.

E.2.5 The offerors shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a rejection of the offeror's submission.

E.3 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Offerors 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 liability concerning the services to be performed.

E.4 SUBMISSION DATE AND TIME

Quotes must be no later than the closing date and time. Late quotes, modifications to quotes, or requests for withdrawals after the closing date and time will not be allowed.

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

E.5.1 Late Submissions

The Board will not accept late quotes or modifications to quotes after the closing date and time for receipt of quotes.

E.5.2 Late Modifications

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

E.6 ERRORS IN QUOTES

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

E.7 QUESTIONS ABOUT THE SOLICITATION

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question electronically via email to Yolanda.smith@dc.gov. The prospective offeror should submit questions no later than **4:00 pm (EST) on Monday, May 6, 2013**. The Board may not consider any questions received after 4:00 pm (EST) on Monday, May 6, 2013. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting quotes, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by Board officials before the award of the contract will not be binding.

E.8 PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the Contracting Officer a protest no later than five (5) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Contracting Officer prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals

following the incorporation. The protest shall be filed in writing. The Contracting Officer shall issue a Final Decision with regard to the protest. An appeal of the Contracting Officer's Final Decision shall be filed only in The Superior Court of the District of Columbia.

E.9 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation. The Board must receive the acknowledgment by the date and time specified for receipt of quotes. An offeror's failure to acknowledge an amendment may result in rejection of its bid.

E.10 OPTION PERIODS

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

E.11 LEGAL STATUS OF OFFEROR

Each submission must provide the following information:

E.12.1 Name, address, telephone number and federal tax identification number of offeror;

E.12.2 If the offeror 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.

E.12 CERTIFICATES OF INSURANCE

The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the Board as an additional insured, shall be primary and non-contributory with any other insurance maintained by the Board, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

The Contractor shall ensure that all relevant policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverage of commercial liability insurance:

Yolanda Smith, Contracting Specialist
900 7th Street NW 2nd Floor
Washington, DC 20001
(202) [343-3200](tel:343-3200)/Yolanda.Smith@dc.gov

E.13 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the Board its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the Board.

E.13.1 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 governmental business 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 labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.*;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District of Columbia;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

E.13.2 If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible.

SECTION F: EVALUATION FACTORS

F.1 BASIS FOR AWARD

F.1.1 BEST VALUE

- (a) Award will be made to the Offer:
 - (1) Whose offer is judged to be an integrated assessment of the evaluation criteria to be the most advantageous to the Board based on technical merit and price; and
 - (2) That the Board deem responsible in accordance with the Board's Procurement Manual
- (b) Best Value Determination
 - (1) The technical merit of the proposal is significantly more than the price, and price must be fair and reasonable.
 - (2) The Board may select other than the lowest price proposal if it is determined by value analysis, or technical/cost tradeoffs, that the proposals become more technically equivalent, then price becomes more important
- (c) Offerors are advised that award may be made without discussion or any contact with the offerors concerning the offers received. Therefore, offers should be submitted initially on the most favorable terms that the offer can submit.
- (d) Price evaluation will be based on the sum of the total estimated prices of the base contract and any options.
- (e) Affordability. The price proposals will be assessed for affordability. The Board will not make an award for any proposal which proposes prices that would render the procurement infeasible. Failure to sign the certification in Section B of this solicitation will disqualify the offer submitted in response to this solicitation.

F.2. Preferences for Certified Business Enterprises

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005", as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating quotes from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

F.2.1. Application of Preferences

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

- F.2.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to this Request for Quotes (RFQ).
- F.2.1.2** Any 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 RFQ.
- F.2.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a five percent (5%) reduction in the bid price for a bid submitted by the LRB in response to this RFQ.
- F.2.1.4** Any 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 RFQ.
- F.2.1.5** Any 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 RFQ.
- F.2.1.6** Any 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 RFQ.
- F.2.1.7** Any 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 RFQ.
- F.2.1.8** Any 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 RFQ.

F.2.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is twelve per cent (12%) for quotes submitted in response to this RFQ. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

F.2.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

F.2.4 Verification of Offeror's Certification as a Certified Business Enterprise

F.2.4.1 Any offeror seeking to receive preferences on this solicitation must be certified at the time of submission of its bid. The CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its bid any documentation regarding its certification as a certified business enterprise.

F.2.4.2 Any offeror seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington DC 20001

F.2.4.3 All offerors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

F.3 EVALUATION OF OPTION PERIODS

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