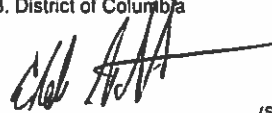


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	1
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.		General Support Services for the University of the District of Columbia	
GF-2015-R-0008-001	February 24, 2015				
6. Issued By:		Code	7. Administered By (If other than line 6)		
University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Building 38, C04 Washington, DC 20008			University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Building 38, Room C04 Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X) 9A. Amendment of Solicitation No.	GF-2014-B-0218	
			9B. Dated (See Item 11)	August 8, 2014	
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Solicitation No. GF-2015-R-0008 for General Support Services for the University of the District of Columbia is hereby amended as follows:					
1. Question & Answers					
2. Submission of Proposals have been extended to 2:00 P.M. Friday, March 6, 2015					
3. All other Terms and Conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			Eddie Whitaker on Behalf of Mary Ann Harris		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
					2/24/15
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

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# ATTACHMENT A

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**University of the District of Columbia  
General Support Services for the University of the District of Columbia**

**Solicitation No. GF-2015-R-0008**

**Questions & Responses**

1	Sec. B.5.1 Option Year Three CLIN No. 302 pg. 6. The quantity increase by 1 in this OY, is this accurate?	No, the quantity for this position is one (1). See change on page 6(attachment B).
2	Sec. L.4.6.1.1 Professional Qualifications pg. 52-53. UDC request discussion on special capabilities of the contractor for General Support Services CM arena. Does CM mean Construction Management? Since there is no construction Labor Categories in Section B why is this required?	However, Construction Management is not required for this solicitation. See change on 52 & 53 (section L.4.6.1.1 (attachment C)).
3	Sec. L.4.6.1.2.4. Organization & Personnel Experience pg. 53 The RFP does not who are to be considered key personnel? Should the contractor designate the key personnel in their response?	Yes.
4	Sec. L.4.6.1.3 Utilization of CM Tools and Applications. Pg.53 Please clarify the need for this capability in a General Services contract with no construction labor categories?	The CM tools and applications are not required for this solicitation. See change on page 53 (attachment D).
5	Sec. M.2.1 Factor 1, Sub factor 2 pg.61. Does UDC have a specific web-based tool or application that the contractor will have to use?	No.
6	Sec. M.2.1 Factor 2 Sub factor 3 pg.61. Are two letters of recommendation required for each proposed key personnel?	Yes.
7	Sec. M.2.1 Factor 3 Past Performance pg.62. This requirement refers to a construction project at a University and does not relate to the labor categories in Section B or the SOW in Section C. Please provide clarification of the type of past performance.	Lines 3-8 have been removed. See change on page 62 (attachment E)

**University of the District of Columbia  
General Support Services for the University of the District of Columbia**

**Solicitation No. GF-2015-R-0008**

8	Please consider an extension of the submittal date to allow contractors more time to provide UDC and accurate response to this RFP after we receive answers to these questions?	The submission of proposals has been extended to March 6, 2015.
9	The price table which appears in the solicitation requires hourly rates for each Contract Line Item (CLIN), and requires a total amount "based on maximum hours". No maximum hours are shown in the price table. What number of hours per position should the offeror use?	There is not a minimum or maximum term of hours. However, there is a minimum or maximum in terms of the awarded amount.
10	Section M.3.2 establishes a 35% set-aside for subcontracting to SBE firms. Section B.2 establishes this entire procurement as restricted to SBE firms. Since the successful bidder will itself be an SBE firm, is a set-aside for sub-contracting required?	Yes, if the awarded SBE subcontracts any part of the contract.
11	Attachment J.1.4 is referred to as the Subcontracting Plan form. It does not appear on the UDC website as an attachment to this solicitation. Please supply that form.	Please go to the UDC website and select the attachments tab for form. <a href="http://www.udc.edu/procurement/contracting_procurement">http://www.udc.edu/procurement/contracting_procurement</a> (Attachment F)
12	Section L.9 states that the Subcontracting Plan is to be "submitted in accordance with Task Order requirements". Section M.3.8 states that a Subcontracting Plan must be submitted within 5 days of the CO's request? Is the Subcontracting Plan to be submitted with the proposal, or with each Task Order, or upon the CO's request?	Submission of the subcontracting plan should be submitted with your proposal and with each Task Order.
13	Section H.10.1.4 states that the DOES may adjust the living wage annually. If such an adjustment affects any positions under this contract, will there be an adjustment to the price for that position?	The contractor may request an adjustment if there is one adjusting the living wage rates.
14	Section I.5.1.4 sets forth requirements for Automobile insurance. Is the contractor required to provide one or more vehicles under this contract?	No, the contractor is not required nor prohibited to provide one or more vehicles under this contract.
15	Section I.5.1.5 requires Professional E&O liability coverage, generally applying to construction contracts. This solicitation does not include design/build or actual construction elements. Will this requirement be removed?	No, it will not be removed from the solicitation because it is required.

**University of the District of Columbia  
General Support Services for the University of the District of Columbia**

**Solicitation No. GF-2015-R-0008**

16	<p>Section L.4.6.1.3 requires the contractor to have experience with Construction Management tools and applications. Several other provisions in the solicitation, including Section G.1, L.21.1.7, M.2, and others, also refer explicitly to construction. To what extent will the staff requested in this solicitation be directly involved in construction management?</p>	<p>See answer number 04.</p>
17	<p>Section L.4.6.1.5.1 requires that the offeror present a detailed Contract Management Plan, including a discussion of change orders, RFIs, etc. These elements are generally associated with construction management. Please clarify the requirements for a Contract Management Plan.</p>	<p>The contractor shall submit a Project Management Plan that coincides with the University of the District of Columbia requirements (See attachment G.).</p>
18	<p>At the pre-bid conference held on February 11, 2015, representatives of the University stated that there was not a Wage Determination associated with this solicitation. However, Wage Determination 2005-2013, Revision 15, dated 12/22/14, is cited in Section I – Contract Clauses. Does this Wage Determination apply?</p>	<p>Answers provided at the pre-bid conference are not bidding. The wage determination is required by law.</p>
19	<p>At the pre-bid conference, it was stated that this solicitation would be awarded to one contractor, and that another contractor would be selected as backup. Section I.1.2 states that UDC may award to up to five ID/IQ contracts. Can you clarify?</p>	<p>The University intends to award up to five (5) IDIQ contracts to the responsible offerors. See page 51, section L.1.</p>
20	<p>Section B.5.1 lists items that the contractor will be provided with as part of this project. Will the contractor be provided with hand and power tools needed for maintenance and repair?</p>	<p>No tools will be provided.</p>
21	<p>The solicitation states that the transition period will be one week. Will UDC award the contract two weeks prior to the transition period to allow enough time to on-board any new staff?</p>	<p>The solicitation makes no reference to the transition period.</p>

**University of the District of Columbia  
General Support Services for the University of the District of Columbia**

**Solicitation No. GF-2015-R-0008**

22	Does UDC have elevator contractor performing elevator maintenance and repairs, if so who is the incumbent contractor? Does the position for Elevator Mechanic oversee the work of the contractor or perform actual elevator preventive maintenance and repairs?	No, the Contract Administrator (CA) will oversee the contractor. Yes, the contractor will provide actual elevator preventive maintenance repairs. See page 10, section C.3.6.
23	On page 62 of the solicitation, Factor 3, the requirements for number of past performance references is unclear – are 2 or 5 past performance references required.	The number for past performance references is 2.
24	Section F.7.1 requires that the contractor report on the First Source Agreement and 51% District Residents New Hires for each Task Order that is over \$100,000. Section J.2.2 provides that the offeror must submit a First Source Agreement with its proposal. Is such an agreement required for the entire contract or just to Task Orders over \$100,000? If it applies only to Task Orders over \$100,000, will the requirement to submit it with the proposal be removed?	The requirement for the FSA applies to the entire contract, which has a maximum value of \$950,000.00.
25	To which UDC positions will the contractor staff report?	That will be specified in the Task Order.

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# ATTACHMENT B

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**OPTION YEAR THREE**

<b>Contract Line Item (CLIN No.)</b>	<b>The contractor shall provide the services below in accordance with Section C of this document at the hourly rates specified herein.</b>	<b>Quantity</b>	<b>Minimum Amount \$250.00</b>	<b>Maximum Amount \$950,000.00</b>	<b>Hourly Rate</b>	<b>Total Amount (Based on quantity times hourly rate)</b>
301	Senior Contract Specialist	1				
302	Contract Specialist	1				
303	Executive Assistant(s)	2				
304	Administrative Assistant	1				
305	Staff Assistant	1				
306	Elevator Maintenance Mechanic	1				
307	Facilities Manager	1				
308	Maintenance Technician	1				
309	Facilities Operations Technicians(s)	2				
310	Parking Attendants	3				
<b>Total</b>						

GRAND TOTAL (BASE YEAR + THREE OPTION YEARS) = \_\_\_\_\_

GRAND TOTAL WRITTEN: \_\_\_\_\_

\_\_\_\_\_



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# ATTACHMENT C

who are listed on the official bidder's list as having received a copy of the solicitation. Answers will also be posted on the UDC website at [www.udc.edu](http://www.udc.edu).

#### **L.4 PREPARATION AND SUBMISSION OF OFFER:**

**L.4.1** Offerors shall submit **one (1) signed original plus six (6) copies** of the offer. Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. All items accepted by the University, all pages of the RFP, all attachments and all documents containing the Offeror's offer shall constitute the formal contract.

**L.4.2** Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. *GF-2015-R-0008*, for *“General Support Services to the University of the District of Columbia”* not later than 2:00 p.m. on Wednesday, February 25, 2015 at:

*The University of the District of Columbia  
Office of Contracts and Procurement – Capital Procurement Division  
4200 Connecticut Avenue N.W. Bldg. 39 Suite 200C  
Washington, DC 20008  
Attention: Michiko Gadson*

**L.4.3** The original offer shall govern if there is a variance between the original offer and the copy submitted by the Offeror. Each Offeror shall return the complete solicitation as its offer.

**L.4.4** The University may reject as unacceptable any offer that fails to conform in any material respect to the RFP.

**L.4.5** The University may also reject as unacceptable any offer submitted on forms not included in or required by the solicitation, or if the solicitation package is obtained from any source other than the University's official source listed below. Offerors shall make no changes to the requirements set forth in the solicitation.

#### **L.4.6 TECHNICAL PROPOSAL VOLUME CONTENTS:**

**L.4.6.1 VOLUME 1, TECHNICAL CAPABILITY INFORMATION.** The Technical proposal shall be prepared in accordance with the instructions and format given in this section. Failure to provide a Technical proposal may render an offeror's proposal incomplete and unacceptable for award. In order for the University to evaluate the Offeror's understanding of the contract requirements, Offerors are required to discuss their technical and administrative capabilities in a manner that demonstrates these are adequate to meet contract requirements. Offerors are strongly cautioned to follow the format below in preparing their proposals. This will allow for ease of evaluation. Proposals will be evaluated in accordance with the evaluation criteria listed in Section M.3, Evaluation Criteria. Technical Proposals shall not include price or pricing information.

##### **L.4.6.1.1 PROFESSIONAL QUALIFICATIONS (This is not required for this solicitation)**

Describe professional qualifications of firm providing and performing Professional Services for different types of facilities and clients. Show experience in managing and performing work as set forth in Section C, "Statement of Work". Discuss the firm's depth of resources available for project/client support. Discuss special capabilities that the firm has developed that distinguish the firm

as a leader in the General Support Services CM arena. Provide an organization chart that shows all the firms divisions. Include a table that lists in summary the total staff and their area of discipline.

**L.4.6.1.2 ORGANIZATION & PERSONNEL EXPERIENCE**

**L.4.6.1.2.1** Provide an Organizational Chart listing company; personnel, their titles and roles.

**L.4.6.1.2.2** Describe the support and interface with your home office or corporate headquarters for such aspects as financial, management and technical support.

**L.4.6.1.2.3** Identify the key personnel who will manage the overall Offeror efforts and perform the duties required in this solicitation.

**L.4.6.1.2.4** Describe the education, training, experience and professional affiliation (i.e. AIA, PE, PMP) of the key personnel. Include resumes for designated key personnel.

**L.4.6.1.2.5** Describe the extent of the proposed team's experience in performing Professional Services for facilities construction. Show experience in managing and performing work as set forth in Section C, "Statement of Work" and highlight any special capabilities. Indicate any previous successful experience by same team members working together.

**L.4.6.1.3 UTILIZATION OF SOFTWARE TOOLS AND APPLICATIONS**

Describe the capability and experience of firm and team on using web-based Professional Services tools and applications to interact with the University, GC and A/E. Detail systems used, developed, and implemented at similar sized construction projects. Explain how these systems helped the overall project(s) in terms of communications, coordination and efficiency.

**L.4.6.1.4 PAST PERFORMANCE**

Past Performance includes current on-going (present) performance. Do not include price or pricing information in this section.

**L.4.6.1.4.1** Offerors are to provide information to demonstrate successful experience as a CM professional service contractor on at least two (2) similar projects within the past five (5) years. Similar project is defined as a project that is comparable in nature, type, dollar amount and complexity.

(1) The total contract award was for \$500,000.00 or greater.

(2) For each contract/project listed indicate the following verifiable information: Owner, Award Date, Completion Date, and firm, for each.

**L.4.6.1.4.2** Past Performance References – Offerors shall provide a past performance evaluation completed by the reference for each of the contracts/projects identified in response to (L.4.6.1.4.1).

**L.4.6.1.4.3** Offerors lacking relevant Past Performance experience may submit experience information regarding predecessor companies, key personnel of the Offeror, and/or subcontractors that will perform major or critical aspects of the work as set forth in Section C,

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# ATTACHMENT D

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as a leader in the General Support Services CM arena. Provide an organization chart that shows all the firms divisions. Include a table that lists in summary the total staff and their area of discipline.

#### **L.4.6.1.2 ORGANIZATION & PERSONNEL EXPERIENCE**

**L.4.6.1.2.1** Provide an Organizational Chart listing company; personnel, their titles and roles.

**L.4.6.1.2.2** Describe the support and interface with your home office or corporate headquarters for such aspects as financial, management and technical support.

**L.4.6.1.2.3** Identify the key personnel who will manage the overall Offeror efforts and perform the duties required in this solicitation.

**L.4.6.1.2.4** Describe the education, training, experience and professional affiliation (i.e. AIA, PE, PMP) of the key personnel. Include resumes for designated key personnel.

**L.4.6.1.2.5** Describe the extent of the proposed team's experience in performing Professional Services for facilities construction. Show experience in managing and performing work as set forth in Section C, "Statement of Work" and highlight any special capabilities. Indicate any previous successful experience by same team members working together.

#### **L.4.6.1.3 UTILIZATION OF SOFTWARE TOOLS AND APPLICATIONS**

Describe the capability and experience of firm and team on using web-based Professional Services tools and applications to interact with the University, GC and A/E. Detail systems used, developed, and implemented at similar sized construction projects. Explain how these systems helped the overall project(s) in terms of communications, coordination and efficiency.

#### **L.4.6.1.4 PAST PERFORMANCE**

Past Performance includes current on-going (present) performance. Do not include price or pricing information in this section.

**L.4.6.1.4.1** Offerors are to provide information to demonstrate successful experience as a CM professional service contractor on at least two (2) similar projects within the past five (5) years. Similar project is defined as a project that is comparable in nature, type, dollar amount and complexity.

(1) The total contract award was for \$500,000.00 or greater.

(2) For each contract/project listed indicate the following verifiable information: Owner, Award Date, Completion Date, and firm, for each.

**L.4.6.1.4.2** Past Performance References – Offerors shall provide a past performance evaluation completed by the reference for each of the contracts/projects identified in response to (L.4.6.1.4.1).

**L.4.6.1.4.3** Offerors lacking relevant Past Performance experience may submit experience information regarding predecessor companies, key personnel of the Offeror, and/or subcontractors that will perform major or critical aspects of the work as set forth in Section C,

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# ATTACHMENT E

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**Factor 3 – Past Performance (Maximum 30 Points)**

Offerors are to provide information to demonstrate successful experience as a Support Service contractor on at least two (2) similar projects within the past five (5) years. Past performance includes current on-going (present) performance. Include a past performance evaluation or letter of recommendation for each of the submitted projects.

**Sub factor 1 – Similar projects in the past five (5) years (Maximum 20 points)**

**Sub factor 2 – Past performance evaluations/letter of recommendation for each project (Maximum 10 points)**

**M.2.2 VOLUME 2, PRICE PROPOSAL EVALUATION 40 POINTS**

The price proposal evaluation will be objective. *The extended prices for the base year and the option years will constitute the total price for the purpose of the price evaluation.* The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offerors evaluated price score:

$$\frac{\text{Lowest price proposal} \times 40}{\text{Price of proposal being evaluated}} = \text{Evaluated price score}$$

**M.2.3 Preference Points (12 Points)**

The maximum preference points a Contractor can receive is 12. The preference points will be added to the Contractor evaluation score.

**M.2.4 Total Points**

The total points awarded under the solicitation are 112.

**M.3 OPEN MARKET CLAUSES WITH SBE SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)**

**M.3.1 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C, Law 16-33, effective October 20, 2005, the District will apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**M.3.2 Required Small Business Enterprise (SBE) Subcontracting Set-Aside**

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# ATTACHMENT F

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**ATTACHMENT J.1.4**

**SUBCONTRACTING PLAN FORM**

**(THIS FORM SHALL BE SUBMITTED WITH EACH RFTOP)**

## SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:	
Company: _____ Street Address: _____ City & Zip Code: : _____ Phone Number: _____ Fax: _____ Email Address: _____	Solicitation Number: _____ Contractor's Tax ID Number: _____ Caption of Plan: _____ _____
Project Name: _____ Address: _____ _____ Project Descriptions: _____ _____ _____	Duration of the Plan: From _____ to _____ Total Prime Contract Value: \$ _____ Amount of Contract (excluding the cost of materials, goods, supplies and equipment) \$ _____ Amount of all Subcontracts: \$ _____ LSDBE Total: \$ _____ equals _____% <div style="display: flex; justify-content: space-between; font-size: small;"> <span>LSDBE Subcontract Value</span> <span>Percentage Set Aside</span> </div>

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____%    Tier: : _____ <span style="margin-left: 100px;">1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></span> LSDBE Certification Number: _____ Certification Status: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; font-size: x-small;"> <tr> <td style="width: 10%;">SBE:</td> <td style="width: 10%;">LBE:</td> <td style="width: 10%;">DBE:</td> <td style="width: 10%;">DZE:</td> <td style="width: 10%;">ROB:</td> <td style="width: 10%;">LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <span style="margin-left: 100px;">Name (Print)</span> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

### CERTIFICATIONS

The prime contractor shall attach a notarized statement including the following:

- a. A description of the efforts the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- b. In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- c. Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;
- d. Listing of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request, and
- e. A description of the prime contractor's recent efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.

PERSON PREPARING THE SUBCONTRACTING PLAN:	
Name: _____ <span style="margin-left: 100px;">(Print)</span> Telephone Number: (    ) _____ Fax Number: (    ) _____ Email Address: _____	Signature: _____ Title: _____ Date: _____

### FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____		
Report: <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	Contract Number: _____	
Name & Title of Contracting Officer _____	Signature _____	Date _____

(SUBCONTRACTORS LIST CONTINUED)

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1"><tr><td>SBE:</td><td>LBE:</td><td>DBE:</td><td>DZE:</td><td>ROB:</td><td>LRB:</td></tr></table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ Name (Print) Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1"><tr><td>SBE:</td><td>LBE:</td><td>DBE:</td><td>DZE:</td><td>ROB:</td><td>LRB:</td></tr></table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ Name (Print) Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1"><tr><td>SBE:</td><td>LBE:</td><td>DBE:</td><td>DZE:</td><td>ROB:</td><td>LRB:</td></tr></table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ Name (Print) Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier: _____ 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> LSDBE Certification Number: _____ Certification Status: (check all that apply) <table border="1"><tr><td>SBE:</td><td>LBE:</td><td>DBE:</td><td>DZE:</td><td>ROB:</td><td>LRB:</td></tr></table>			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ Name (Print) Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

# ATTACHMENT G

“Statement of Work”. Information submitted to satisfy the requirements of § L.4.6.1.4 shall, at a minimum, include: Name(s) of Predecessor Company/Subcontractor or Key

Personnel and include: Complete Address and Point of Contact; Telephone, Fax Number and email address; and a brief synopsis of the experience (a resume may be submitted for "Key Personnel") and relevancy to this project.

**L.4.6.1.4.4** Offerors are advised that the University may use all data provided by the Offeror in this volume and data obtained from other sources, to include but not limited to Government-wide databases, in the development of performance confidence assessments. Past Performance information on contracts not listed by the Offeror, or that of planned subcontractors, may also be evaluated. The University may contact references provided by the Offeror, as well as any other source it identifies, and information received may be used in the evaluation of the Offeror’s Past Performance. While the University may elect to consider data obtained from other sources, the burden of providing current, accurate and complete Past Performance information rests with the Offeror.

**L.4.6.1.5 PROJECT MANAGEMENT PLAN**

**L.4.6.1.5.1** Offeror shall provide a detailed Project Management Plan that coincides with the University of the District of Columbia requirements.

**L.4.6.1.5.1** Offeror shall provide a copy if its employee benefit package.

**L.4.6.2 VOLUME 2, PRICE INFORMATION**

**L.4.6.2.1** The offeror shall provide completed pricing sheets from Section-B of this RFP;

**L.4.6.2.1** The offeror shall provide a cost breakout clearly demonstrating how the fully loaded hourly rate was established for each service classification. The breakout shall include a listing of all factors, including profit, and the percentage of each relative to the hourly rate.

**L.4.6.2.2** Amendments, if any, attachments J.2.2, J.2.3, and J.2.4 of this solicitation, and Representations and Certifications - Section K with all entries completed. All copies must contain original signatures (dark blue ink) on all documents signed. Be sure that all information is correct and accurate.

**L.5 OFFER SUBMISSION DATE AND TIME**

**L.6 WITHDRAWAL OR MODIFICATION OF OFFER:**

An Offeror may modify or withdraw its offer upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of offer, but not later than the exact time set for opening of Offer.

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# ATTACHMENT H

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**Factor 3 – Past Performance (Maximum 30 Points)**

Offerors are to provide information to demonstrate successful experience as a Support Service contractor on at least two (2) similar projects within the past five (5) years. Past performance includes current on-going (present) performance. Include a past performance evaluation or letter of recommendation for each of the submitted projects.

**Sub factor 1 – Similar projects in the past five (5) years (Maximum 20 points)**

**Sub factor 2 – Past performance evaluations/letter of recommendation for each project (Maximum 10 points)**

**M.2.2 VOLUME 2, PRICE PROPOSAL EVALUATION 40 POINTS**

The price proposal evaluation will be objective. *The extended prices for the base year and the option years will constitute the total price for the purpose of the price evaluation.* The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offerors evaluated price score:

$$\frac{\text{Lowest price proposal} \times 40}{\text{Price of proposal being evaluated}} = \text{Evaluated price score}$$

**M.2.3 Preference Points (12 Points)**

The maximum preference points a Contractor can receive is 12. The preference points will be added to the Contractor evaluation score.

**M.2.4 Total Points**

The total points awarded under the solicitation are 112.

**M.3 OPEN MARKET CLAUSES WITH SBE SUBCONTRACTING SET-ASIDE (SUPPLIES AND SERVICES)**

**M.3.1 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D,C, Law 16-33, effective October 20, 2005, the District will apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**M.3.2 Required Small Business Enterprise (SBE) Subcontracting Set-Aside**