

## DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY (DC WATER)

### REQUEST FOR PROPOSAL



|                                       |  |   |  |
|---------------------------------------|--|---|--|
| <b>RFP Number:</b>                    | <b>17-PR-CFO-42</b>                              | <b>Proposal Due Date and Time:</b>                  | <b>August 29, 2017<br/>2:00pm<br/>Local Time</b> |
| <b>Date Issued:</b>                   | <b>July 31, 2017</b>                             |   |  |
| <b>Description:</b>                   | <b>Financial Staff<br/>Augmentation Services</b> | <b>This RFP is subject to<br/>Prevailing Wages:</b> | <b>Yes</b>                                       |
| <b>Vendor Portal Commodity Codes:</b> | <b>918-85, 958-74, 961-30, 962-69</b>            |   |  |

| <b>DC Water Point of Contact (POC):</b>   | <b>Submission Instructions:</b>   |
|---|---|
| <b>Name:</b> Hildred Pepper<br><b>Title:</b> Senior Sourcing Specialist<br><b>Telephone:</b> 202-787-7356<br><b>Email:</b> Hildred.Pepper@dcwater.com | <b>Submit your proposal by email only to DC Water POC. Do not submit printed hard copies.</b> |

| <b>Timeline (Estimated)*</b>             |                           |
|--|---------------------------|
| <b>RFP Advertised</b>                    | <b>July 30, 2017</b>      |
| <b>RFP Published</b>                     | <b>July 31, 2017</b>      |
| <b>Pre-Proposal Conference</b>           | <b>N/A</b>                |
| <b>Site Visit (if required)</b>          | <b>N/A</b>                |
| <b>Deadline to Submit Questions</b>      | <b>August 10, 2017</b>    |
| <b>Proposals Due</b>                     | <b>August 29, 2017</b>    |
| <b>Vendor Presentation (if required)</b> | <b>September 13, 2017</b> |
| <b>Vendor Selection</b>                  | <b>September 21, 2017</b> |
| <b>Award</b>                             | <b>September 29, 2017</b> |
| <b>Contract Start Date</b>               | <b>October 1, 2017</b>    |

*\*Dates may change at DC Water's Convenience*

**REQUEST FOR PROPOSAL (RFP) AND CONTRACT  
FOR SUPPLIES OR SERVICES  
RFP 17-PR-CFO-42**

| <b><u>TABLE OF CONTENTS</u></b>  | <b><u>PAGE NUMBER</u></b> |
|--|---------------------------|
| <b>Table Of Contents</b>   | <b>1</b>                  |
| <b>Instructions To Offerors</b>  | <b>2</b>                  |
| <b>Attachments</b>   |                           |
| Contractor Qualifications and Scope of Work                            | Attachment A              |
| Price Schedule and Submission Requirements *                           | Attachment B              |
| General Provisions   | Attachment C              |
| Special Provisions   | Attachment D              |
| Certifications and Representations, Acknowledgements, and Affidavits * | Attachment E              |
| Vendor Information and W-9 Forms *                                     | Attachment F              |
| Local Small Business Enterprise Program *                              | Attachment G              |
| EEO Packet/Affirmative Action Plan *                                   | Attachment H              |
| DC Water Works Program *   | Attachment I              |
| Wage Determination   | Attachment J              |
| Mid-Atlantic Purchasing Team Rider Clause *                            | Attachment L              |

**\* Requires Vendor to sign and return forms/documents with the submitted technical proposal**

## SECTION 1.0 - INSTRUCTIONS TO OFFERORS

The following instructions to offerors are important and should be read carefully by the offeror before submitting a proposal. The District of Columbia Water and Sewer Authority (DC Water or Authority) is not responsible for any information relating to any DC Water solicitation document which is not obtained directly from DC Water.

### 1. Preference Program for Certified Local and Local Small Business Enterprise:

Preference is given for the utilization of local and small business enterprises on this procurement. See “**Attachment G: Local Small Business Enterprise Program**” for more information.

### 2. Point of Contact:

All inquiries regarding this RFP **must** be referred to Hildred Pepper, Sr. Sourcing Specialist, tel. no. (202)787-7356, or email to [Hildred.Pepper@dcwater.com](mailto:Hildred.Pepper@dcwater.com). Seeking information from other DC Water employees may disqualify a Contractor from this RFP.

### 3. Questions and Communications:

All contact between prospective proposers and DC Water with respect to this solicitation will be formally held at scheduled meetings or in writing through the issuing office. Questions or comments regarding the meaning or interpretation of specifications and other proposal documents in this RFP must be requested in writing not later than 2:00 PM local time on the date listed on the RFP cover page. **Only written questions/comments will be accepted.**

DC Water shall respond to all timely questions and comments that are properly submitted and deemed relevant and substantive in nature. Any response or interpretation made will be in the form of an addendum to this RFP. Oral communications between DC Water and any proposer regarding the interpretation or meaning of any aspect of this solicitation shall not be binding for any purpose.

### 4. Date and Time for Receipt of Proposals:

Proposals must be received via email no later than 2:00 PM local time on the date listed on the RFP cover page. Proposals must be emailed to [Hildred.Pepper@dcwater.com](mailto:Hildred.Pepper@dcwater.com).

### 5. Registration In DC Water’s Vendor Portal

Vendors are strongly encouraged to properly register with the Vendor Portal by visiting <https://www.dewater.com/procurement>, especially including commodity codes that represent Contractor’s service and product offerings. DC Water solicitations and their addenda are issued through the Vendor Portal with relevant codes, and vendors registering with matching codes are automatically notified of such documents. DC Water is not responsible for vendors not receiving notice of addenda to this RFP if vendors are not properly registered in the Vendor Portal with appropriate commodity codes. The commodity codes used for this solicitation are as listed on the cover page of this document.

### 6. Acknowledgment of Addenda:

Proposers shall acknowledge receipt of any addenda to this Request for Proposals (RFP) by identifying the addendum number(s) and date(s) in **Attachment (E): Representation, Certifications, Acknowledgments, and Affidavits**. Failure to acknowledge receipt may render a proposal non-responsive and ineligible for award.

**7. Confidentiality in Proposals:**

The proposer shall identify portions of the proposal it deems to be confidential, proprietary information or trade secrets, and provide justification why such materials shall not be disclosed by DC Water. All such materials shall be clearly indicated by stamping the pages on which such information appears, at the top and bottom thereof with the word "CONFIDENTIAL" or "PROPRIETARY". Such materials stamped "CONFIDENTIAL" or "PROPRIETARY" must be easily separable from non-confidential sections of the proposal. All such materials so indicated shall be reviewed by DC Water and any decision not to honor a request for confidentiality shall be communicated in writing to the proposer. For those proposals which were unsuccessful, all such confidential information shall be returned to the proposer. Prices, makes and model, or catalog numbers of the item offered, deliveries, and terms of the payment shall be publicly available after proposal opening regardless of any designation of confidentiality made by the proposer.

**8. Proposal Acceptance Time:**

The Contracting Officer reserves the right to accept any proposal within one hundred twenty (120) days from the date of receipt of proposals unless a shorter time is stated therein. Any proposal in which the time of acceptance is restricted to less than 120 days may be rejected solely for that reason.

The offeror agrees if its offer is accepted within 120 days from the date specified in the RFP for the submission of proposals, to furnish any or all items on which prices are offered at the price stated in the Schedule for each item, delivered or performed at the designated place within the time specified in this RFP.

**9. Proposers Interested in Submitting More than One Proposal:**

Only one proposal may be submitted by a proposer. Alternative proposals are not acceptable. If more than one proposal is offered by any proposer, by or in the name of his or their clerk, partner, or other person, all such proposals shall be rejected. In one solicitation, there shall only be one proposal on a product/good, services, etc. A subcontractor who has quoted prices on work, materials, or supplies to a proposer is not thereby disqualified from quoting prices to other proposers.

**10. Errors in Proposals:**

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the proposer's own risk. In case of error in extension of unit prices in the proposal, the unit price shall govern.

**11. Signature to Proposals and Certifications:**

Each proposal must show a full business address and telephone number of the proposer and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the proposal and contract, including Notice of Award, a copy of the contract, and purchase order will be mailed to the address shown in the proposal in the absence of written instructions from the proposer or contractor to the contrary. Any proposal submitted by a partnership must be signed with the partnership name by one of the partners or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Any proposal submitted by a corporation must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing on behalf of the corporation shall be furnished. Anyone signing the proposal as an agent shall file satisfactory evidence of his authority to do so.

## 12. Marking and Tender of Proposals:

If guaranty deposits are required, they must be securely sealed in suitable envelopes, addressed and marked on the outside with the name of the proposer, RFP number and date of opening.

## 13. Proposal Format and Content:

### 13.1. Proposal Preparation and Submission

To be responsive to the RFP, proposals must conform to the procedures, format and content requirements described in the RFP. Deviations may be grounds for disqualification.

***The proposal shall include all items listed in Attachment B on the "Submissions Requirements" tab.***

### 13.2. Proposal Size and Content

The proposal shall represent the best efforts of the offeror and will be evaluated as such. It must set forth full, accurate, and complete information as required. Unnecessarily elaborate brochures, elaborate artwork, expensive paper and bindings, and other presentation aids are neither necessary nor desired.

### 13.3. Late Proposals, Modifications and Withdrawals of Proposals

The Authority reserves the right to reject any proposal received after the time specified for receipt unless it is received before the award is made, and;

- a. It was sent by mail and it is determined by the Authority that the late receipt at the location specified in the request for proposal was due solely to the mishandling by the Authority after receipt at the Authority installation; or
- b. It is the only proposal received.

Any modification of a proposal, including a modification resulting from the Authority's request for a "best and final offer", is subject to the same late proposals and modifications of proposal conditions listed above.

The only acceptable evidence to establish the time of receipt at the Authority installation is the time-date stamp on the e-mail.

Notwithstanding the preceding paragraphs of this provision, a late modification of an otherwise successful proposal, which makes its terms more favorable to the Authority, may be considered at any time it is received and may be accepted.

A late proposal, late modification, or late withdrawal of offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers.

### 13.4. Information to be Submitted on Request

The following information shall be submitted on request of the authority within five (5) days of the date of request:

1. Audited financial reports and such data as the Authority may request with respect to the proposer's operations. The Authority shall use this information to determine the proposer's financial responsibility and ability to perform under the contract. Failure of a proposer to comply with a request for information shall subject the proposer to possible rejection on responsibility grounds.

2. Other information as may be needed by the Authority to make a determination as to the proposer's responsibility.

13.5. Retention of Proposals

All proposal documents shall be retained by the Authority. See Article 7: Confidentiality in Proposals above for handling of Confidential or Proprietary materials. **All costs incurred by proposers in the preparation and submission of a proposal shall be the sole responsibility of the proposers.**

**14. Evaluation Criteria:**

The evaluation criteria that will be used for evaluation include, but are not limited to, the following:

1. Contractor qualifications, experience, and technical abilities;
2. Qualifications and experience of personnel;
3. Reasonableness of proposed price and payment schedule; and
4. Preferences points for Local Business and Local Small Business Enterprise. For further information see Attachment G – **Certified Local/Small Business Enterprise Program**

**15. Selection/Award of Contract:**

The contract(s) will be awarded to the responsible offeror who submits a responsive proposal and whose proposal is most advantageous to the Authority.

**16. Reservations By The Authority:**

1. The Authority reserves the right to suspend, withdraw or amend this RFP at any time.
2. DC Water reserves the right to request verification, validation or clarification of any information contained in any of the proposals. This clarification may include checking references and securing other data from outside sources, as well as from the offeror.
3. The Authority reserves the right to reject any proposal not submitted in conformance with the RFP and any addenda hereto. The Authority will not select any proposer that is not capable, in the Authority's sole judgment, of satisfactorily performing the work required in this RFP. Finally, the Authority reserves the right to reject any or all proposals and to waive irregularities.
4. The Authority may award on the basis of the initial written proposals received without discussion and/or oral interviews. Therefore, each proposal should contain the firm's best terms for all of the evaluation criteria.
5. The Authority reserves the right to request for oral presentations from the proposers and use the information derived from the oral presentation, if any, in the evaluation.
6. The Authority reserves the right to engage in negotiation with offerors.

**17. Proposal Protest:**

Protests directed to the terms, conditions, or form of a proposed procurement action, must be received by the Contracting Officer in writing not later than ten (10) calendar days prior to the date established for receipt of proposals, except that an initial protest that arises under an addendum to a solicitation may be filed up to four (4) calendar days after the date the addendum was issued but in no case after the time established for opening of proposals.

Protests of an award decision shall be filed in writing with the Contracting Officer within five (5) calendar days after the basis of the protest is known (or should have been known). Only proposers may protest an award decision. Protest(s) must be received by 5:00 p.m. according to local time in the District of Columbia. Any protests received after that time will be considered to be filed on the next day.

The aggrieved party shall deliver the protest to the General Manager at:

District of Columbia Water and Sewer Authority  
Office of the General Manager  
Central Operations Facility  
5000 Overlook Ave., SW, Third Floor  
Washington, DC 20032

A copy of the protest shall be delivered to the Director, Department of Procurement. It shall be delivered to:

District of Columbia Water and Sewer Authority  
Department of Procurement  
Central Operations Facility  
5000 Overlook Ave., SW, Room 200  
Washington, DC 20032

The Contracting Officer shall issue a decision within thirty (30) calendar days after the protest is filed, subject to any extension approved by the General Manager. The decision of the Contracting Officer shall be final and conclusive. No further administrative remedies will be available to the protester.

**18. Appeal:**

A protester may appeal a denial of protest by a Contracting Officer to a court of competent jurisdiction.

**- End of Instructions to Offerors -**