

REQUEST FOR QUOTATIONS

(THIS IS NOT AN ORDER)

THIS RFQ IS IS NOT SET ASIDE FOR LSDBE FIRMS ONLY,

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1. REQUEST NO. DCJM-2014-Q-0015	2. DATE ISSUED March 19, 2014	3. REQUISITION/PURCH. REQUEST NO. PO is Task Order	4. COMMODITY GROUP AND CLASS→		
5A. ISSUED BY: Department on Disability Services Office of Contracts and Procurement 1125 15 th Street NW, 4th Floor Washington, DC 20005		6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Monica Brown, Contract Specialist 202-730-1861 or Monica.Brown4@dc.gov		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS OF OFFEROR, INCLUDING ZIP CODE		9. DESTINATION (Consignee and address, including ZIP code) Department on Disability Services Office of Information Technology 1125 15 th Street NW, 2 nd Floor Washington, DC 20005			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE As Soon As Possible (Date) <i>NLT 9/30/2014</i>	11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> LONG-TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	<p>The Office of Contracting and Procurement, on behalf of the Department on Disability Services, Rehabilitation Services Administration (DDS/RSA), is seeking to establish BPAs with Contractor(s) to provide Assistive Technology Assessments and Training for people who are disabled. The Contractor shall provide goods or services to the District at a price that is as low, or lower than the prices charged to the their most favored customer for comparable goods or services under similar terms and conditions</p> <p>The District reserves the right to extend each BPA for four (4) one (1) year option periods, or fraction thereof, under the same terms as stated for the base period. Please submit terms for a base year as well as each of the four (4) option years.</p> <p>Award based on determination of fair and reasonable price and technical evaluation of service proposed in Contractor's Proposal.</p>	See Task Order		See Attached Price Schedule	See Task Order for each assignment
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



OFFICE OF CONTRACTING AND PROCUREMENT

BLANKET PURCHASE AGREEMENT

DCJM-2014-A-0015-

With

..... (Contractor) agrees to provide Assistive Technology Assessments and Training stipulated by the District of Columbia Department on Disability Services (DDS) (District) on behalf of the Rehabilitation Services Administration (RSA) in accordance with the Statement of Work.

1. EXTENT OF OBLIGATION:

- 1.1 The Government of the District of Columbia is obligated only to the extent that authorized purchases are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future orders. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c))
- 1.2 **The Contractor shall not provide any goods or services under this agreement until a purchase order with sufficient funding to cover the cost of the requested goods or services has been issued.**

2. PURCHASE LIMITATION:

The limitation of any individual order against this BPA shall not exceed the small purchase limitation of \$100,000.00.

3. NOTICE OF INDIVIDUAL(S) AUTHORIZED TO PURCHASE UNDER THE BPA:

Edmund Neboh or Siavosh Hedayati, Contract Administrators, Vocational Rehabilitation Services Division, for DDS/RSA or the case manager identified in each task order, under the direction of the DDS Office of Contracts and Procurement, is the authorized individual to place orders for the Contracting Services. A Contracting Officer is the only individual who may make changes to this BPA, or to increase the authorized amount of individual orders against this BPA.

4. PRICING:

The Contractor warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to the their most favored customer for comparable services under similar terms and conditions, in addition to any discounts for prompt payment.

5. PERIOD OF PERFORMANCE:

The period of performance shall begin on the date the BPA is executed by the Contracting Officer and continue for a period of one year after award. The District reserves the right to extend this BPA for four (4) one year option periods under the same terms as stated for the base year. Purchase orders issued by the District will expire on September 30 of the year in which they are issued.

6. DELIVERY TICKETS AND INVOICES:

3.1 Orders for services against this BPA will be placed by telephone or electronic mail

3.2 Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets, sales slips or invoice that must contain as a minimum, the following information:

3.2.1 Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);

3.2.2 BPA and invoice number;

3.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed.

3.2.4 Other supporting documentation or information, as required by the Contracting Officer;

3.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

3.2.6 Name, title, phone number of person preparing the invoice;

3.2.7 Name, title, phone number and mailing address of person (if different from the person identified in 3.2.6 above) to be notified in the event of a defective invoice; and

3.2.8 Authorized signature.

3.3 Direct all technical inquiries to the Contract Administrators

3.4 The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

7. **PAYMENT OF INVOICES:**

4.1. The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first.

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

All invoices should be mailed to *Office of the CFO*
ATTN: Accounts Payable
P.O. Box 54047
Washington, DC 20032

DISCOUNT FOR PROMPT PAYMENT: _____%

ACCEPTED

Contractor:

Name
Title

Date

DISTRICT OF COLUMBIA:

Marsha Robinson
Contracting Officer

Date

Return the signed BPA Agreement to:

Office of Contracting and Procurement
Department on Disability Services
1125 15th Street, NW 4th Floor
Washington, DC 20001
Attn: Byron Hope
(202) 730-1863
(202) 730-1514 (Fax)