



United Planning Organization

REQUEST FOR QUALIFICATIONS (RFQ):

VENDORS FOR COMPUTER HARDWARE, SOFTWARE AND RELATED SERVICES

RFQ # 0014

Request for Qualification (RFQ) Cover Page

RFQ Solicitation Issue Date: Friday, May 25, 2018			
RFQ Solicitation Closing Date: Open & Continuous		RFQ Solicitation Closing Time: Open & Continuous	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Avenue, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
United Planning Organization (UPO) is a non-profit agency in the District of Columbia, founded in 1962 and is exempt from any state or federal tax.			
Submit your proposal to procurement@upo.org referencing “Request for Qualifications: Vendors for Computer Hardware, Software & Related Services - RFQ #0014”.			
Small or minority-owned enterprises (CBEs) are encouraged to participate and respond to this solicitation.			
For questions/information, please email Rizwanul Haque, Procurement Officer at rhaque@upo.org , referencing “Request for Qualifications: Vendors for Computer Hardware, Software & Related Services - RFQ #0014” in the subject line.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal(s) deemed best for the organization, and/or request new proposal(s), if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the material and/or services in accordance with the attached signed proposal or as mutually agreed upon by the subsequent negotiation and executed contract.			
VENDOR IDENTIFICATION			
Individual or Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

The United Planning Organization (UPO) is seeking qualified vendors to provide computer hardware, software and related services in accordance with the terms and conditions set forth in this solicitation (RFQ), and any other term and condition in any contract subsequently awarded as a result of this solicitation. Proposals shall be evaluated and determined through UPO's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of UPO.

UPO expects to pre-qualify multiple vendors that submit proposals to provide all the relevant material and services specified in this RFQ.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months. The contract may be renewed for two (2) option years of twelve (12) months each, depending on satisfactory performance evaluation and availability of funds.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest and their families
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing community based tax preparation services
- Housing Counseling services that help alleviate predatory lending, avoid foreclosures and prepare customers for home ownership
- Job placement and career development services

IV. SCOPE OF WORK

In order to streamline and quicken the process of procurement of computer hardware, software and related services for its entire group, UPO is soliciting proposals from qualified and competent vendors. This process would enable UPO to establish a pool of pre-qualified vendors for all such procurements which are above the threshold of small purchases.

The pre-qualified vendors will:

- Provide quotes for computer hardware, software and services to UPO's IT team as and when requested.
- Provide a dedicated Account Manager as the main contact person for UPO.
- Work with the UPO's IT team to keep abreast with latest technology solutions.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for pre-qualification, proposers must submit a complete response to this RFQ in a sealed envelope or package. No other distribution of the proposals shall be made by the proposer. Email submission to procurement@upo.org is acceptable and is highly desirable method of submission.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFQ.

2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ so that UPO may properly evaluate proposer's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper in 12 point font minimum type. Proposals should not be double-sided.
5. Hard copies of the proposal should be bound or contained in a single volume where practical. All attachments and any additional documentation submitted with the proposal should be contained in that single volume.
6. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to UPO.

B. Special Requirements

1. All pages of the proposal should be numbered and the following are typical documents and/or items that a successful proposer will be required to provide to UPO, and should be addressed in the proposer's proposal in the following order:
 - a. Letter of Transmittal signed by an authorized representative of the vendor.
 - b. Table of Contents which cross-references the following RFQ requirements.
 - c. Completed, signed and dated RFQ Cover Page.
 - d. Completed, signed and dated Vendor Identification Form included as Appendix A to this RFQ.
 - e. Copy of the current business license.
 - f. Copy of the current certificate of liability insurance evidencing coverage of the minimum required in this RFQ.
 - g. Evidence showing capacity of the proposer to successfully provide the required materials and services
 - h. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
 - i. A written narrative statement to include: (1) Experience, including number of years in the business, in providing the materials and services described herein; (2) Name of partners, if any; (3) A description that the proposer understands UPO's requirements; and (4) A detailed proposal identifying the RFQ requirements.
 - j. Any additional information which the proposer desires to present that does not fall within any of the requirements of the RFQ should be attached at the end of the proposal and designated as additional material.

2. Proposals that are not organized in this manner risk elimination from consideration, if the evaluators are unable to find where the RFQ requirements are specifically addressed.

VI. EVALUATION CRITERIA

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated below and conform to the objectives and requirements of the RFQ. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFQ. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all proposers. UPO reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in its best interest.
3. Proposals will be evaluated on the following criteria:
 - a. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
 - b. Qualifications and experience: The proposer's past experience and performance on comparable engagements.

VII. GENERAL TERMS AND CONDITIONS

Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:

- (a) Certification that it nor its principals are debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76; and
- (b) Certification regarding Lobbying under Title 31, US Code, Section 1352.

1. Compliance with provision of the Davis-Bacon Act of 1931, if applicable.
2. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal, and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
3. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
4. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFQ on the grounds of actual or perceived sex, race, color, creed, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.

5. Right to Audit: UPO shall have the right to audit all invoices submitted by the proposer.
6. Informal Communications: From the date of receipt of this RFQ by each proposer until a binding contractual agreement exists with the selected contractor or when UPO rejects the proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be in writing, preferably via email.
7. Formal Communications: From the date of receipt of this RFQ by each proposer, until a binding contractual agreement exists with the selected proposer, or when UPO rejects the proposals, all communications between UPO and the proposers will be in writing, preferably via emails.
8. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
9. Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
10. State and Local Taxes: UPO is exempt from State and federal taxes.
11. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by contractor or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
12. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
 - o Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - o Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - o Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

13. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be provided on UPO website.
14. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFQ. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal. By submitting a proposal, the proposer represents that:
 - a. Proposer has read and understands the RFQ and submits the response in accordance therewith.
 - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - c. The proposer has all required licenses and insurance.



VENDOR IDENTIFICATION (must be completed and returned with proposal)

Appendix A

Company Name:	-----		
Doing Business As (DBA):	-----		
Company Federal ID:	-----		
Address:	----- -----		
Remit To Address:	----- -----		
Telephone:	-----		
Fax:	-----		
Email:	-----		
Web address:	-----		
Main Contact:	-----		
Person responsible for response (if different):	-----		
Print Name	Title	Authorized Signature	Date