



United Planning Organization

REQUEST FOR BIDS

**OSSE-HUB PROJECT:
SUBSTITUTE TEACHING SERVICES**

RFB # 2019 - 07

Request for Bid (RFB) Cover Page

Solicitation Issue Date: Thursday, August 1, 2019			
Solicitation Closing Date: Friday, August 31, 2019		Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal tax.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown, if applicable.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received on or before Friday, August 31, 2019 by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
Bids: Please submit a copy of your bid by emailing to procurement@upo.org referencing “ Substitute Teaching Services RFB #2019-07 ” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing “ Substitute Teaching Services RFB #2019-07 ” in the subject line. All questions received will be answered within three (3) business days and will be posted on the UPO website. Questions/information must be emailed no later than Friday, August 16, 2019 .			
UPO reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids, if necessary.			
Any objection to the above conditions must be clearly indicated in the bids.			
In compliance with this solicitation and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed bid or as mutually agreed upon by subsequent negotiation.			
PROPOSER IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

The Office of State Superintendent of Education (OSSE) was awarded a new Federal Early Head Start – Child care Partnership expansion grant. The OSSE QIN Hub & United Planning Organization (UPO), will develop a shared services hub to support five to six child care partners in Wards 7 and 8 with substitute staffing support, pest control services, and cleaning services.

UPO is seeking bids from qualified and competent vendors with expertise and experience in providing substitute teaching services to support five to six early education centers located across Washington, DC.

II. CONTRACT PERIOD & RENEWALS

The initial period of contract shall be one (1) year beginning on October 01, 2019 (or on the date the agreement is fully executed) and ending on September 30, 2020 with three additional option years; subject to annual review of performance and availability of funds.

III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND

Founded in 1962, UPO is a 501(C) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia. Its mission is to provide leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined.

UPO serves as Washington, DC's premier 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
- Comprehensive youth services with scholarships for DC residents only
- Homelessness transportation programs
- Training programs designed to prepare participants for skilled employment
- Substance abuse treatment programs
- Community based tax preparation services
- Housing Counseling services
- Job placement and career development services

IV. SCOPE OF WORK

The selected contractor shall have a substantial pool of qualified substitute teachers who should be available immediately (on call) for every 8-hour school day to support 5 to 6 early education centers located across Washington DC. These substitute teachers should be able to work as 'floaters' who could float from classroom to classroom and possibly from center to center.

These services are required to be performed in accordance with the provisions contained in this request for bids.

V. REQUIRED QUALIFICATIONS

Minimum qualifications required for every substitute teacher is summarized below:

- CDA Certification for infants and toddlers
- Familiarity with Early Head Start curriculum
- Completed all criminal background checks
- Suitability letter from OSSE (showing the substitute teacher has gone through the OSSE's criminal background check)
- Drug and Alcohol testing
- Completed all required physical exams (including a TB exam); the result must be on an OSSE Health Certificate filled out by the person's doctor

The firm submitting the bid must be licensed in Washington, DC or in their home state with a reciprocity qualification.

VI. EVALUATION CRITERIA

All bids received will be reviewed to determine if they adhere to the format and instructions of the solicitation, meet the criteria indicated below and conform to the objectives and requirements of the solicitation. An evaluation team will evaluate the merit of bids received in accordance with the criteria outlined in this solicitation. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.

UPO reserves the right to (a) waive variances or reject any or all bids and (b) request clarifications from any or all respondents. Further, UPO reserves the right to reject any or all bids and to waive informalities and minor irregularities and to accept any portion of a bid or all items proposed if deemed to be in the best interest of UPO.

Bids shall be rejected if they: (1) are received after closing date and time, (2) contain alterations not initialed by an authorized official, (3) are not meeting specifications, and (4) are not meeting the general terms and conditions.

Bids will be evaluated on the following criteria:

1. Adherence to Solicitation Requirements: The bidder adheres to the instructions in this solicitation on preparing and submitting the bid.
2. Qualifications and experience: The bidder's past experience and performance on comparable engagements.
3. Reasonableness of cost: A total dollar amount for the services requested. Lowest responsive and responsible bidder will be considered for award of contract.

VII. BID REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit bids electronically through email to procurement@upo.org. No other distribution of the bids shall be made by the proposer.

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

2. Bids shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information may result in the organization requiring prompt submission of missing information and/or getting a lowered evaluation of the bid. Bids which are substantially incomplete or lack key information may be rejected by UPO.
3. Bids should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the solicitation 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 size, in 12 point Times New Roman font. Bids should be single-sided and single spaced. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid closing date. Prices should be submitted exclusive of all federal, state, and local taxes.
5. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the bid should be numbered and bidders are required to submit the following items as a complete bid:

1. Completed and signed RFB Cover Page.
2. Table of Contents which cross-references various sections of the bid or the documents attached to the bid. Any additional Information/document which the proposer desires to present that does not fall within any of the requirements of the solicitation should be attached at the end of the bid and designated as additional material.
3. A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be the best qualified to perform the required services.
4. A bid on the Pricing Sheet (**Appendix B**) that meets the solicitation requirements.
5. Completed and signed Vendor Identification Form (included as **Appendix A**).
6. Copy of current business license.
7. Copy of current certificate of insurance with coverages of the minimum required in this RFB.

8. List of at least three comparable work/customer references to include organization name, brief description of the project, and contact person's name, telephone number and email address. The list may preferably include a community based non-profit organization.

Bids that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the solicitation requirements are specifically addressed.

UPO reserves the right to retain all bids submitted and to use any ideas in a bid regardless of whether that bid is selected. Submission of a bid indicates acceptance of the conditions contained in this solicitation, unless clearly and specifically noted in the bid submitted and confirmed in the contract between UPO and the firm selected.

Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a bid, 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 contractor's fulfillment of the contract.
4. 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.
5. Non-Collusion/Fraud: By submitting a bid, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its bid, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its bid shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.

6. **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 solicitation on the grounds of actual or perceived sex, race, color, religion, national origin, age, 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 bid and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
8. **Informal Communications:** From the date of receipt of this solicitation by each bidder until a binding contractual agreement exists with the selected contractor and all other bidders have been notified, or when UPO rejects all bids, informal communications regarding this procurement shall cease. There shall be no requests from bidders to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this solicitation by each bidder, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all bids, all communications between UPO and the bidders will be formal or as provided for in this solicitation.
10. **Costs Incurred:** Any costs incurred by proposers in preparing or submitting a bid or subsequent oral presentation/demonstration shall be the bidder's sole responsibility.
11. **Small and Minority Firms:** Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunity to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the bidder and deemed a part of the quoted prices.
13. **Payment Terms:** Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. 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. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
14. **Indemnification:** Bidder 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 proposer 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.

15. 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.
 - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
 - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
 - 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.

16. BID Addendum: In the event that it becomes necessary to revise this solicitation, in whole or in part, an addendum will be posted on the UPO website <http://www.upo.org/work-with-us/#rfp>
17. Completed Bids: A bidder may submit no more than one (1) bid in response to this solicitation. The bid shall be completed and signed by an individual who is authorized to bind the proposer. By submitting a bid, the proposer represents that:
 - The bidder has read and understands the request for bid and submits the response in accordance therewith.
 - The bidder possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - The bidder has all required licenses and insurance.
18. Withdrawal of Bid: At any time prior to the hour and date set for submitting bids, a bidder may withdraw their bid. This will not preclude the submission of another bid prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting bids, no bidder will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Bids: Bidders are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this solicitation will receive consideration. Bids received after the date and hour designated are automatically disqualified and will not be considered; late bid(s) will be dated, marked as received late, and remain unopened. UPO is not responsible if the bid does not reach the destination specified, by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the bids is completed; the selected bidder will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Certifications: Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:

- a. Certification that it nor its principles are not 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.
 - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the solicitation.



VENDOR IDENTIFICATION (must be completed and returned with bid)

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



Appendix B

OSSE-HUB PROJECT: PEST CONTROL SERVICES

RFB # 2019- 07

PRICING SHEET

- Payment per substitute teacher per school day \$ _____
- Payment per substitute teacher per school hour \$ _____

Please explain if any other charges apply.