



United Planning Organization

REQUEST FOR PROPOSALS

SECURITY SERVICES

FOR

**COMPREHENSIVE TREATMENT CENTER
SHELTER HOTLINE PROGRAM
ELECTRONIC BENEFITS TRANSFER PROGRAM
PETEY GREENE COMMUNITY SERVICES &
THE OFFICE OF EARLY LEARNING**

RFP # 2020 - 02

Request for Proposal (RFP) Cover Page

Solicitation Issue Date: Wednesday, July 01, 2020			
Solicitation Closing Date: Friday, July 31, 2020		Proposal Solicitation Closing Time: 2:00 PM (EST)	
Issued By: United Planning Organization			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
United Planning Organization is a non-profit agency in the District of Columbia founded in 1962 and is exempt from any state or federal taxes.			
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, July 31, 2020 , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
Electronic responses: Please submit one (1) copy of your proposal to procurement@upo.org , referencing “Security Services RFP # 2020 – 02” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing “Security Services RFP # 2020 – 02” in the subject line. All questions received will be answered within three (3) business days and the Q&A will be posted on the UPO website. Questions/information must be emailed no later than Thursday, July 16, 2016 .			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

United Planning Organization's Comprehensive Treatment Center (UPO/CTC) operates a medically managed opioid outpatient treatment program on the grounds of D.C. General Hospital, Bldg. 13, located at 1900 Massachusetts Avenue, S.E., Washington, DC 20003. This center secures and dispenses a Schedule II controlled substance which requires effective controls and procedures to guard against theft and diversion. Therefore, UPO/CTC is seeking licensed, qualified and unarmed Security Officers to safeguard its facility, staff and inventory.

In addition, UPO also requires security services for its other programs and offices namely Shelter Hotline (SH) program, Electronic Benefits Transfer (EBT) program, Petey Greene Community Services and the Office of Early Learning (OEL). Some of these programs and offices are located in the UPO's Head Office building at 301 Rhode Island Avenue, NW, Washington, DC 20001 and some are located outside at other locations.

II. CONTRACT PERIOD AND RENEWALS

The term of any contract resulting from this RFP will be initially for one year, from October 1, 2020 to September 30, 2021. The contract may be renewed for four (4) successive option years (or part thereof), 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
- 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
- Job placement and career development services

IV. SCOPE OF SERVICES

Detailed scope of services required for five different programs of UPO are given below:

A. Comprehensive Treatment Center (CTC)

The United Planning Organization's Comprehensive Treatment Center (UPO/CTC) operates a medically managed opioid outpatient treatment program on the grounds of D.C. General Hospital, Bldg. 13, located at 1900 Massachusetts Avenue, S.E., Washington, DC 20003. This center secures and dispenses a Schedule II controlled substance which requires effective controls and procedures to guard against theft and diversion. Therefore, UPO/CTC is seeking licensed qualified unarmed Security Officers to safeguard its facility, staff and inventory.

UPO/CTC requests the following security coverage:

- One Officer, Monday through Friday, from 10:00 a.m. until 6:15 p.m. (45 minute lunch break provided)
- One Officer, Monday through Friday, from 9:00 a.m. to 1:30 p.m.
- One Officer on Saturdays and holidays from 6:45 a.m. to 11:15 a.m.

The responsibility of the Security Officer serving for the UPO/CTC is to keep all inventory, employees, contractors, and visitors safe by performing the following duties:

- At shift start, officers will conduct an initial inspection of the site, checking for possible security breaches, fire hazards, vandalism and unauthorized individuals.
- Offices will ensure that everyone entering the facility is employed there, or has a good reason to be there. This can include clients, visitors or deliveries.
- Officers will ensure that everyone entering the building presents photo identification.
- Officers will conduct temperature checks on everyone entering the building, as deemed necessary by UPO management.
- Officers will remain at their post (unless conducting rounds) until properly relieved.
- Officers will conduct randomly scheduled rounds in and around the building to ensure that clients are conducting themselves in an orderly fashion (i.e. no profanity, loitering, selling of products, etc.) and have left the building grounds once they have been served.
- Officers will appropriately respond to the observation of suspicious, emergency and criminal activities.
- Officers will control and direct crowds as required. This includes ensuring that the sidewalk areas are uncongested and patients are not entering the building prior to dispensing hours.
- Officers will not overly socialize with facility residents and ensure constant security presence throughout the day.
- Officers will provide written reports for all incidents involving employees and clients.
- Officers will assist with fire drills, bomb threats and other preventative exercises.
- Officers will communicate any emergency or unusual incident to UPO representative and Protective services Division Watch Command as appropriate.
- Officers are required to conduct security checks on all patients and visitors entering the clinic.
- At the end of the shift, after clinic closes, Officers will conduct inspection of the site to ensure that all patients, visitors and staff have left the clinic, and check for possible security breaches, fire hazards, vandalism and unauthorized individuals.

B. Shelter Hotline Program (SH)

The United Planning Organization's Shelter Hotline Program (SHL) operates a transportation service to transport homeless citizens of Washington, DC to various shelters throughout the day and to make comfort items available to clients. The Shelter Hotline Program office is located at 301 Rhode Island Avenue, NW, Washington, DC, as well as the fleet of vehicles and many of the comfort items. During the hyperthermia season, April 16th thru October 31st, the program operates from 5:00 am until 12:00 am (19 hours per day); during hypothermia season, November 1st thru April 15th, the program operates 24 hours per day.

The Shelter Hotline Program is housed in the UPO headquarters facility and currently utilizes a receptionist to cover the front desk to receive visitors and packages during the core business hours. The Security Officers will be assigned to cover the front desk during non-core hours and will have the primary responsibility of securing the employees, facility, and assets during their specific tours of duty.

UPO/SHL is requesting unarmed security officers to safeguard its on-site staff, facility, assets (on-site fleet), and inventory during non-office hours of the facility. The required coverage is as follows:

Hyperthermia Season (April 16th thru October 31st)

- One (1) officer Monday-Friday, 5:00 am – 7:30 am
- One (1) officer Monday-Friday, 3:45 pm – 12:00 am

- One (1) officer Saturday-Sunday, 5:00 am- 7:30 am
- One (1) officer Saturday-Sunday, 7:30 am- 3:45 pm
- One (1) officer Saturday-Sunday, 3:45 pm – 12:00 am

Hypothermia Season (November 1st thru April 15th)

- One (1) officer Monday-Friday, 3:45 pm – 12:00 am
- One (1) officer Monday-Friday, 11:45 pm – 8:00 am

- One (1) officer Saturday-Sunday, 8:00 am – 8:00 pm
- One (1) officer Saturday-Sunday, 8:00 pm – 8:00 am

The responsibility of the Security Officer serving for the UPO/SH is to keep all employees, inventory, contractors, assets, and facility safe by performing the following duties:

- At shift start, officers will conduct an initial inspection of the site, checking for possible security breaches, fire hazards, vandalism and unauthorized individuals.
- Officers will ensure that everyone entering the facility is employed there, or has a good reason to be there. This can include visitors and/or deliveries.
- Officers will ensure that everyone entering the building present photo identification.
- Officers will remain at their post (unless conducting rounds) until property relieved.
- Officers will conduct randomly scheduled rounds in and around the building to ensure that the internal offices and the facility entrances and exits are properly secured.
- Officers will appropriately respond to the observation of suspicious, emergency and criminal activities.

- Officers will control and direct after-hour emergency situations as required.
- Officers will not overly socialize with facility employees and will ensure constant security presence throughout the day.
- Officers will provide written reports for all incidents involving employees and/or visitors.
- Officers will assist with fire drills, bomb threats and other preventative exercises.
- Officers will communicate any emergency or unusual incident to appropriate UPO representative(s).
- At the end of the shift, officers will conduct inspection of the site to ensure the facility is secure by checking for any possible security breaches, fire hazards, vandalism and unauthorized individuals.

C. Electronic Benefits Transfer Program (EBT)

The UPO EBT program provides Electronic Benefits Transfer cards to eligible District of Columbia Department of Human Service (DHS) clients. The program is responsible for producing EBT cards and for maintaining proper internal control procedures to ensure cards are distributed to authorized clients.

The required security coverage is as follows:

- Provide one (1) protective service officer (PSO) at each location - Monday through Friday from 7:15am until 5:00 pm; with a 45 minute unpaid lunch break. The lunch break must be coordinated with the EBT Manager. The location address is as follows:

1. 1649 Good Hope Road, SE, Washington, DC 20020, Phone: 202-610-5855

- Provide a trained protective service officer to safeguard the facility, staff, customers and inventory.
- A security officer is not needed on days the EBT is closed including the following holidays - New Year's Day, MLK birthday (observed), President's Day, DC Emancipation Day, Memorial Day, Independence Day (observed), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day and the business day prior to or following the holiday as determined by UPO.
- EBT follows the DC government regarding closings and/or delayed openings due to inclement weather. The security officer should not report on days that the EBT is closed due to inclement weather and would start his/her shift at the delayed opening time. Watkins/security officer is responsible for checking for such closings/delays. UPO will not pay for services when the EBT is closed due to a holiday or inclement weather.
- Conduct an initial inspection of the site daily, checking for possible security breaches, fire hazards, vandalism, and unauthorized individuals.
- Ensure that everyone entering the facility shows photo identification and has a need to enter the facility, i.e. staff, customers, and deliveries.
- Remain at the primary post unless conducting rounds or requested to provide assistance elsewhere.
- Conduct security checks of customers and visitors entering the facility. Report any inappropriate items EBT staff, i.e., weapons, alcohol, illegal substances, and contact MPD, as appropriate.
- Ensure that customers and visitor sign in and out of the log.
- Conduct randomly scheduled rounds in and around the building to ensure that customers are conducting themselves in an orderly fashion (i.e. no profanity, no loitering, no selling products, no fighting, etc.) and have left the grounds once they have been served.
- Respond promptly to observations or reports of suspicious, emergency, disruptive or criminal activities.
- Control and direct crowds, as necessary.
- Limit socialization with customers and maintain a professional relationship with customers and staff
- Provide written reports of any and all unusual incidents involving staff, customers, visitors, etc.

- Assist with fire drills, bomb threats and other emergency exercises.
- Communicate all emergency and unusual incidents to EBT staff.
- Conduct final inspection at the end of the shift, after the EBT closes to ensure that all customers, visitors and staff have left the facility and check for possible security breaches, 'fire hazards, vandalism and unauthorized individuals.
- Provide security monitoring surveillance services via the security desk monitor, to help monitor the facility. Security will be expected to report unusual student activity to EBT staff.

D. Petey Greene Community Services

The required security coverage is as follows:

- Provide one (1) security offer Monday through Friday from 8:30am until 5:00pm with 30 minute unpaid lunch break. The lunch break must be coordinated with the Front Desk Receptionist at Petey Greene.
- The location is 2907 Martin Luther King, Jr. Avenue, SE, Washington, DC 20032 Phone: 202.562.3800
- A security officer is not needed on days Petey Greene is closed including the following holidays – New Year's Day, MLK Birthday, President's Day, DC Emancipation Day, Memorial Day, Independence Day (observed), Labor, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day and the business day prior to or following holiday as determined by UPO.
- Petey Greene follows the DC government regarding closings and/or delayed openings due to inclement weather. The security officer should not report on days that Petey Greene is closed due to inclement weather and would start his/her shift at the delayed opening time. CSI /security officer is responsible for checking for such closings/delays. UPO will not pay for services when Petey Greene is closed due to a holiday or inclement weather

The responsibility of the Security Officer serving for the UPO/Petey Greene Community Center is to keep all employees, inventory, contractors, assets and facility safe by performing the following duties:

- Officer will conduct an initial inspection of the site daily, checking for possible security breaches, fire hazards, vandalism, and unauthorized individuals.
- Officer will ensure that everyone entering the facility shows photo identification and has a need to enter the facility i.e. staff, customers, and deliveries.
- Officer will remain at the primary post unless conducting rounds or requested to provide assistance elsewhere.
- Officer will conduct security checks of customers and visitors entering the facility.
- Officer will report any inappropriate items to Petey Greene staff i.e. weapons, school, illegal substance, and contact MPD, as appropriate.
- Officer will ensure that customers and visitors sign in and out of the log.
- Officer will conduct randomly scheduled rounds in and around the building to ensure that customers are conducting themselves in an orderly fashion (i.e. no profanity, no loitering, no selling products, no fighting, etc.) and have left the grounds once they have been served.
- Officer will respond promptly to observations and reports of suspicious, emergency, disruptive or criminal activities,
- Officer will control and direct crowds, as necessary.
- Officer will limit socialization with customers and maintain a professional relationship with customers and staff.
- Officer will provide written reports of any and all unusual incidents involving staff, customers, visitors, etc.

- Officer will assist with fire drills, bomb threats, and other emergency exercises.
- Officer will communicate all emergency and unusual incidents to Petey Greene staff.
- Officer will conduct final inspection at the end of the shift to check for possible security breaches, fire hazards, vandalism, and unauthorized individuals
- Officer will provide security monitoring surveillance services via the security desk monitor, to help monitor the facility. Security officer will be expected to report unusual student activity to Petey Greene staff.

E. The Office of Early Learning (OEL)

UPO operates an early learning center at the following locations:

- Eagle Academy located at Eagle Academy Chartered School, 3425 10th Place, S.E., Washington, DC 20032, (202) 238-4632
- Ketchem located at Ketchem Elementary School, 1919 15th Street, SE, Washington, DC 20020.

The Contractor's required security guard shall provide the following security coverage for the Eagle Academy and Ketchem Early Learning Centers:

- One trained guard, Monday through Friday, from 6:30 a.m. to 10:30 a.m. and 2:30 p.m. to 6:30 p.m. with a 45 minute unpaid lunch break. The lunch break must be coordinated with the Eagle Academy Center Director or designated staff.
- A security officer is not needed on days the EBT is closed including the following holidays - New Year's Day, MLK birthday (observed), President's Day, DC Emancipation Day, Memorial Day, Independence Day (observed), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day and the business day prior to or following the holiday as determined by UPO.
- Eagle Academy follows the DC government regarding closings and/or delayed openings due to inclement weather. The security officer should not report on days that the EBT is closed due to inclement weather and would start his/her shift at the delayed opening time. Watkins/security officer is responsible for checking for such closings/delays. UPO will not pay for services when the EBT is closed due to a holiday or inclement weather.
- Additional hours and days may be requested by the United Planning Organization as needed.
- Contractor shall provide unnamed special policy officer (SPO) services when requested by UPO.

Contractor is responsible for keeping all UPO employees, centers, inventory, visitors, assets and facilities safe by performing the following duties:

- Security Guard will conduct an initial inspection of the site daily, checking for possible security breaches, fire hazards, vandalism, and unauthorized individuals.
- Security Guard will ensure that everyone entering the facility shows photo identification and has a need to enter the facility, i.e. staff, customers, and deliveries.
- Security Guard will remain at the primary post unless conducting rounds or requested to provide assistance elsewhere.
- Security Guard will conduct security checks of customers and visitors entering the facility. Report any inappropriate items EBT staff, i.e., weapons, alcohol, illegal substances, and contact MPD, as appropriate.
- Security Guard will ensure that customers and visitor sign in and out of the log.
- Conduct randomly scheduled rounds in and around the building to ensure that customers are conducting themselves in an orderly fashion (i.e. no profanity, no loitering, no selling products, no fighting, etc.) and have left the grounds once they have been served.

- Security Guard will respond promptly to observations or reports of suspicious, emergency, disruptive or criminal activities.
- Security Guard will control and direct crowds, as necessary.
- Security Guard will limit socialization with customers and maintain a professional relationship with customers and staff
- Security Guard will provide written reports of any and all unusual incidents involving staff, customers, visitors, etc.
- Security Guard will assist with fire drills, bomb threats and other emergency exercises.
- Security Guard will communicate all emergency and unusual incidents to EBT staff.
- Security Guard will conduct final inspection at the end of the shift, after the EBT closes to ensure that all customers, visitors and staff have left the facility and check for possible security breaches, 'fire hazards, vandalism and unauthorized individuals.
- Security Guard will provide security monitoring surveillance services via the security desk monitor, to help monitor the facility. Security will be expected to report unusual student activity to EBT staff.

V. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, bidders must submit a complete response to this RFP in a sealed envelope or package. One (1) original and three (3) copies of each proposal must be submitted to UPO. **Email submission is acceptable and is the highly desirable method of submission.** No other distribution of the proposals shall be made by the bidder.
NOTE: A bidder may submit no more than one (1) proposal in response to this RFP.
2. Proposals shall be signed by an authorized representative of the bidder. 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 RFP so that UPO may properly evaluate bidder'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. Bidders shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid opening date. Prices should be submitted exclusive of all federal, state, and local taxes.
5. Each copy of the proposal should be bound or contained in a single volume where practical. All 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 RFP by any bidder shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposal should be numbered and should be addressed in the bidder's proposal in the following order:

1. Letter of Transmittal, signed by an authorized representative of the proposer.
2. Table of Contents, cross-referencing the contents of the proposal.
3. Completed, signed and dated Cover Page of this RFP.
4. A detailed proposal explaining the experience and capabilities along with the statement that the proposers understand UPO's requirements.

5. Completed and signed Vendor Identification Form. Blank form is included as an attachment to this RFP (Appendix A).
6. A copy of the current business license to operate in the District of Columbia.
7. A copy of the Current certificate of liability insurance evidencing coverage of the minimum required in this RFP.
8. A copy of the Certified Business Enterprise (CBE) certification, if applicable.
9. 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.
10. Pricing Proposal – to be provided separately
11. Any other information which the proposer desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as “Additional Material”.

Proposals that are not organized in this manner risk elimination from consideration, if the evaluators are unable to find where the RFP 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 RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of quotes received in accordance with criteria outlined in this RFP. 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 respondents. Further, 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 the best interest of UPO. Proposals shall be rejected if they: 1) are received after closing date and time, 2) are not properly sealed, 3) contain alterations not initialed by an authorized official, 4) are not meeting specifications, 5) are not meeting the general terms and conditions.
3. Proposals will be evaluated on the following criteria:
 - a. Adherence to RFP: The bidder adheres to the instructions in this RFP on preparing and submitting the proposal.
 - b. Qualifications and experience: The bidder's past experience and performance on comparable engagements.
 - c. Reasonableness of cost: A total dollar amount for the service requested and a detailed breakdown must be provided if applicable.
4. CBEs will receive preference points for proposals depending on CBE status.

VII. 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 service 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 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 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 proposal, 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 proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal 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 RFP on the grounds of actual or perceived sex, race, color, 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.
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 RFP by each contractor until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all 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 emailed.
9. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.

10. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. 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.
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 proposer and deemed a part of the quoted prices.
13. Payments 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: Proposer 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 bidder 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. 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. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be provided on UPO website <http://www.upo.org/work-with-us/#rfp>.
17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a bidder may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, 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 Proposals: 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 RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Bidders must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals 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. Any agreement resulting from this RFP 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. By submitting a proposal, the proposer represents that:
 - a. The proposer has read and understands the RFP 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 the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of understanding of any part of the RFP.



Appendix A Vendor Identification Form

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