

REQUEST FOR QUALIFICATIONS

RFQ # 0024

**CARES Sanitation and Cleaning -
Training & Small Business Startup**

Cover Page

Proposal Issue Date: Wednesday, June 2, 2021			
Solicitation Closing Date: Wednesday, June 30, 2021		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 and is exempt from any state or federal taxes.			
Unless otherwise stated, all quoted prices shall be Free On Board (FOB) headquarter address inside delivery.			
Responses must be received on or before Wednesday, June 30, 2021 , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301 Rhode Island Ave, NW, Washington, DC 20001.			
Electronic responses: Please submit your proposal to procurement@upo.org referencing " CARES Sanitation & Cleaning – Training & Small Business Startup - RFQ #0024 " in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing " CARES Sanitation & Cleaning – Training & Small Business Startup – RFQ#0024 " in the subject line. All questions received will be answered within three (3) business days and will be posted on the UPO website. Keep an eye on the announcements/Amendments, if any, posted on the UPO website. Questions/information must be emailed no later than COB on Wednesday, June 16, 2021 .			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all qualifications 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 proposal.			
In compliance with this RFQ 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 / Individual's Name:			
Address:			
Telephone:			
Email:			
Federal ID/SSN #:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE: REQUEST FOR PROPOSAL (“RFQ”)

Through a competitive grant award, UPO will provide environmental maintenance training to increase employment and career opportunities to residents of the District of Columbia. Through this training, participants will receive a national certification in the Environmental Maintenance Industry. Training received by participants will include customer service, character development, chemistry of cleaning, technical approaches to cleaning a variety of surfaces/facilities and advanced techniques for selecting cleaning materials.

UPO will partner with the Small Business Association (SBA) to provide assistance to customers in navigating small business loans. UPO will also provide start-up support for the purchase of equipment and supplies for a cleaning and sanitation business.

II. 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 DC, providing 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 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
- Job placement and career development services
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Substance abuse treatment programs
- Community based tax preparation services
- Housing counseling services
- Affordable housing partnerships, permanent supportive housing and resident services

III. UPO DEVELOPMENT GOALS

UPO seeks partners that provide high quality training in the Environmental Maintenance Industry. The selected vender will provide training to a minimum of 100 DC residents which will result in attendees earning a professional cleaning certification from the Environmental Maintenance Industry. Of the 100 who complete the training, 60 graduates will enter employment upon

graduation and 40 graduates will start a cleaning business after completing entrepreneurship training.

From this RFQ, selected vendors will be invited to submit a detailed proposal for the proposed instruction in the Environmental Maintenance Industry.

IV. CONTENT OF PROPOSAL

The proposal should completely, but succinctly, provide responses to items A through F below. There is no page limitation on attachments.

A. Background Information:

General history and background of your company. If available, provide your company's brochure or other marketing information.

B. Personnel and Staffing:

1. State the staff size and composition of your company. Identify the staff and other personnel who will be administering courses.
2. State the extent to which any relevant services for your company will be provided through arrangements with outside vendors. Include in your response, all pertinent information relating to each arrangement.

C. Scope of Services:

1. The proposal must comprehensively state the following:
 - a. Registration steps for each participant, including verification of eligibility
 - b. Course Curriculum
 - c. Detailed timeline for 100 students completing courses before September 2022
 - d. Workforce placement plan for 60 participants
 - e. Business development plan for 40 participants in developing their own business

D. Statement of Expertise and Experience

1. Detail your company's capabilities and qualifications to provide services to meet program needs.
2. List the types and number of engagements in which you or your company has participated in the past 5 years. This should be in the form of a brief narrative with a listing of the transactions. Any listing should indicate the role of your company and whether the individuals that

would be assigned to the UPO account have participated in that prior engagement.

E. References

Provide a minimum of three references, preferably other community-based partners. Include contact person's name, mailing address, e-mail address, telephone, and fax numbers.

F. Acknowledgement and Agreement:

If you agree with the terms, please include with your proposal an executed copy of this acknowledgement by an authorized representative of your company containing the following language:

"The undersigned party understands and agrees to the provisions of the RFQ issued by the United Planning Organization, including any attachments, and will be bound by their terms.

(Name of Firm) _____

Signature: _____

Name: _____

Title: _____

Date: _____

V. QUALIFICATION REQUIREMENTS

UPO will review each Proposal to determine which ones, if any, are most advantageous to fit its needs. Required qualifications for consultants (individual or company) are detailed below:

1. Experience in maintenance and sanitation services and training (minimum of three projects);
2. Experience in partnering with the District of Columbia agencies, public and private entities;
4. Experience and capacity to complete outcomes outlined above;
5. Experience with similar program plans, including an experience with Environmental Maintenance Industry certification, supported by materials such as previously implemented programs
6. Experience and ability to complete program within the time frames set forth in the agreement and based on applicant's track record on similar projects.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFQ electronically to procurement@upo.org referencing “**RFP#0024 – CARES Sanitation & Cleaning Training**” in the subject line. No other distribution of the proposals shall be made by the proposer.
2. Proposal 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 given 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 services. Emphasis should be placed on completeness and clarity of content.
4. Proposers shall respond to the items in the order they are shown in the RFQ.
5. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to UPO.
6. If vendor is chosen, throughout contract period, vendor will submit to UPO monitoring and evaluation. Vendor will be responsible for detailed written and verbal reporting as requested by monitoring team and will meet with UPO team members at least twice a month. Vendor will prepare and deliver a final power point presentation regarding participants in program, outcomes reached, quantitative & qualitative data, and success story highlights.

B. Special Requirements

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

1. Completed and signed RFQ Cover Page.
2. Completed and signed Attachments as detailed in Section IV: A – F (Content of Proposal).
3. Completed and signed Vendor Identification Form.
4. Copy of current business license.
5. Copy of current certificate of liability insurance.

VII. EVALUATION CRITERIA

1. Proposals will be evaluated on a variety of factors including the quality of the proposal, experience with similar programs.
2. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated 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.
3. UPO reserves the right to: (a) reject any or all proposals, and (b) request clarifications from any or all proposers. 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.
4. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, (c) are not meeting specifications, and (d) are not meeting the general terms and conditions.
5. During the evaluation process, all acceptable received proposals will be evaluated by an evaluation team on the basis of criteria detailed below. A shortlist of finalists may be requested to make an oral presentation.
6. UPO may request additional information or clarifications before making a final decision. UPO reserves the right to select the particular response which will best serve its business interests.
7. If a selection is made as a result of this RFQ, it shall be awarded to the proposal(s) that are considered most advantageous to UPO's development goals.
8. Proposals will be evaluated on the basis of following criteria:
 - Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
 - Qualifications, experience and capacity: The proposer's past experience and performance on comparable engagements.
 - Reasonableness of cost: A total dollar amount for the service requested and the detailed breakdown provided with the proposal, if applicable.

VIII. GENERAL TERMS AND CONDITIONS

1. 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.
2. 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.
3. 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.
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, 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 proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.

5. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
6. 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.
7. 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 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.
8. 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 proposer or (2) any act or omission by contractor and only to the extent such claim arises by negligence or misconduct or as may be allowed under applicable law. Monies due or to become due under a contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
9. 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.
10. 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.
11. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the proposal. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the proposal unless the award is delayed for a period exceeding 60 days.
12. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFQ will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late proposals will be dated, marked as received late, and placed unopened in the proposal file. Proposers 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.
13. Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:

- Certification that neither it nor its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any Federal or District of Columbia department or agency from participation in this transaction by any Federal or District of Columbia department or agency.
- Certification Regarding Lobbying under Title 31, US Code, Section 1352.

14. By submitting a proposal, the proposer represents that:

- The proposer has read and understands the RFQ and submits the response in accordance therewith.
- The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The proposer has all the required licenses and insurance.

APPENDIX - A: Vendor Identification Form



Appendix A

VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)

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