

# **REQUEST FOR QUALIFICATIONS**

**RFQ #0026**

**Personal Protection Equipment  
Support for Small DC Non-Profits**

## Cover Page

<b>Proposal Issue Date: Friday, June 25, 2021</b>			
<b>Solicitation Closing Date: Open &amp; Continuous</b> (for early consideration, submit your proposal by July 16, 2021)		<b>Solicitation Closing Time: Open &amp; Continuous</b>	
<b>Issued By: United Planning Organization (UPO)</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
UPO is a non-profit agency in the District of Columbia and is exempt from any state or federal taxes.			
For early consideration, responses must be received on or before <b>July 16, 2021</b> in the Procurement Office, United Planning Organization, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Electronic responses:</b> Please submit your proposal to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing "Personal Protective Equipment for Small DC Non-Profits RFQ#0026" in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> referencing "Personal Protective Equipment for Small DC Non-Profits RFQ#0026" in the subject line. Your questions will be answered within three (3) business days and will be posted on UPO website.			
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

# Table of Contents

Cover Page .....	2
I. PURPOSE REQUEST FOR QUALIFIATIONS (“RFQ”).....	4
II. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND.....	4
III. CONTENT OF PROPOSAL.....	5
IV. QUALIFICATION REQUIREMENTS.....	7
V. PROPOSAL REQUIREMENTS.....	7
(a) General Requirements.....	7
(b) Special Requirements .....	8
VI. EVALUATION CRITERIA.....	8
VII. GENERAL TERMS AND CONDITIONS.....	9
AJPPENDIX A: Vendor Identification Form.....	12

## **I. PURPOSE: REQUEST FOR QUALIFICATIONS (“RFQ”)**

As a recipient of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, the United Planning Organization (“UPO”) intends to pre-qualify DC community organizations and businesses who provide direct service to DC residents and wish to apply for reimbursable grants up to \$15,000 to be used for the purchase of necessary Personal Protective Equipment (PPE). The total amount paid to vendor will not exceed the amount of vendor expenditure. These funds must be used to facilitate direct services to customers and/or to provide PPE to customers who are challenged with securing PPE.

Pre-Qualifications will be based on an organization's ability to provide direct services to DC residents who meet the federal poverty guidelines. Documentation noting services to these residents must be provided. Community organizations should have an operating budget of \$500,000 or below.

Proposers may apply for one grant up to \$10,000 in a twelve month period.

## **II. UNITED PLANNING ORGANIZATION BACKGROUND**

The United Planning Organization (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:

- a. Early Head Start and other childcare programs that make measurable differences in the education of our youngest and their families
- b. Job placement and career development services
- c. Job and vocational training via the Workforce Institute
- d. Comprehensive youth services with scholarships for DC residents
- e. Homeless transportation services
- f. Training programs designed to prepare participants for skilled employment
- g. Substance abuse treatment programs to treat and overcome addictions
- h. Tax preparation and e-filing community based tax preparation services
- i. Housing counseling services that help alleviate predatory lending, avoid foreclosures and prepare customers for home ownership
- j. Affordable housing partnerships, permanent supportive housing and resident services

### III. CONTENT OF PROPOSAL

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

**A. Background Information**

General history and background of your organization. Describe current organizational activities.

**B. Personnel and Staffing**

1. State the staff size and composition of your organization.
2. State the extent to which your organization serves DC residents who meet the federal poverty guidelines. Include customer profile.

**C. Scope of Services**

1. The proposal must comprehensively state:
  - a. What PPE will be purchased?
  - b. How will it serve DC residents who meet the federal poverty guidelines?
  - c. When and how will the designated DC residents receive the PPE?
  - d. Is this an ongoing need or a one-time purchase?
2. Include documentation that PPE will be provided to facilitate direct services to customers and/or to provide PPE to customers who are challenged with securing PPE.

**D. Expenses**

Submit detailed invoices of PPE purchased for DC residents who meet the federal poverty guidelines.

Allowable PPE includes:

1. Face masks
2. Hand sanitizer
3. Touchless soap pumps
4. Cleaning agents (specific to viral suppression)
5. Gloves
6. Visors
7. Eye protection
8. Paper towels
9. Other items may be reimbursable if prior written approval is granted. The request must be made and approved prior to purchase to ensure reimbursement.

**E. Insurance**

Describe the extent, limits, and deductibles of your malpractice or other insurance. Provide a copy of the valid Certificate of Liability Insurance.

**F. Actual or Potential Conflicts**

1. All respondents are subject to applicable Federal, District, and UPO conflict of interest laws, regulations, and guidelines. Failure to comply with any such laws, regulations, or guidelines will result in the proposal being rejected and possibly leading to other legal action.

State whether you or your organization or any individual within your organization represents any clients or interests that may create an actual or potential conflict in the performance of services for UPO.

2. Include a statement to the effect that, at the time your organization is selected by UPO, if any facts are known or come to light which create an actual or potential conflict that information will be fully disclosed in writing. Also, describe your organizations policies or procedures for avoiding ethical or conflicts of interest violations.

**G. 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.

**H. Equal Opportunity Hiring, Contracting and Joint Ventures**

It is the goal of UPO to promote and assist participation by hiring minority and women-owned businesses. Minority-owned or small, or disadvantaged, local business enterprises are encouraged to respond to this solicitation. Any organization seeking to submit a response as a Local, Small or Disadvantaged Business Enterprise must submit a copy of its letter(s) of certification or a sworn notarized Self-Certification form (if applicable) along with any other verification of its status.

Organizations may respond as joint ventures. If a joint venture arrangement has been entered into for purposes of responding to this RFQ, please also include the following information:

- (a) The nature of the joint venture agreement with respect to the division of labor.
- (b) Identify the person who will have primary responsibility for overall or primary coordination with UPO.
- (c) The fee-sharing agreement between the firms.

UPO encourages established firms or individuals to joint venture with minority and women-owned firms. In the case of a pre-established relationship, each firm must be qualified to perform its work with the highest level of skill and diligence required to fulfill responsibilities owed to UPO.

#### **IV. QUALIFICATION REQUIREMENTS**

UPO will review each application to determine which ones, if any, are most advantageous to fit its needs. Required qualifications for organizations is detailed below:

1. Organizations physically located in Washington, DC.
2. Operating budget of \$500,000 or lower.
3. Agency mission is to serve DC residents who meet the federal poverty guidelines.
4. Proof of serving designated DC residents
5. Funds must be used to facilitate direct services to customers and/or to provide PPE to customers who are challenged with securing PPE.

#### **V. 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](mailto:procurement@upo.org) referencing "**Personal Protective Equipment for Small DC Non-Profits RFQ #0026**" 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. The responses shall remain firm for 120 days from the proposal opening date.
5. Ownership of all data, materials and documentation originated and prepared for this RFQ by any proposer shall belong exclusively to UPO.

## **B. Special Requirements**

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

1. Completed and signed RFQ Cover Page.
2. Completed and signed Attachments as detailed in Section III: A – H (Content of Proposal).
3. Copies of valid Business License and Certificate of Liability Insurance.
4. Completed and signed Vendor Identification Form (included as Appendix A to the RFQ).

## **VI. EVALUATION CRITERIA**

1. Proposals will be evaluated on a variety of factors including the quality of the proposal and experience with DC residents.
2. If any public or private funds are contemplated in the hypothetical financing plan, the proposal shall indicate the source of funding contemplated, the amount to be requested, and proposed use(s) of such funds as well as a timeline indicating when such funds would be required by the project.
3. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria and conform to the objectives and requirements of the RFQ. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
4. UPO reserves the right to: (a) waive variances or 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.
5. Proposals shall be rejected if they: (a) contain alterations not initialed by an authorized official, (b) are not meeting specifications, and (c) are not meeting the general terms and conditions.
6. During the evaluation process, all acceptable received proposals will be evaluated by an evaluation team on the basis of criteria detailed below.

7. 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.
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 and experience: The proposer's qualifications, past experience and performance on comparable engagements.

## **VII. 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 all State and federal taxes.
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. Only those proposals which are received in a timely fashion as set forth in this RFQ will receive consideration. Proposers must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination.
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.

**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):	_____		
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>