



United Planning Organization

REQUEST FOR PROPOSALS:

RFP#2023-01

MOBILE APP

Request for Proposals (RFP)

Cover Page

Solicitation Issue Date: Tuesday, January 10, 2023			
Solicitation Closing Date: Thursday, February 9, 2023		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 (UPO) is a non-profit organization in Washington DC, founded in 1962, and is exempt from any state and federal taxes.			
Responses must be received on or before Thursday, February 9, 2023 , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
Electronic Responses: Please submit your Technical Proposal to procurement@upo.org referencing “ Mobile App - RFP#2023-01- Technical ” in the subject line. Submit Pricing Proposal separately to procurement@upo.org referencing “ Mobile App - RFP# 2023-01 – Pricing ” in the subject line and label this as Appendix-C.. <i>DO NOT send questions to this email address as this is meant for receiving proposals only and it is not monitored regularly.</i>			
For questions/information, please email Rizwanul Haque, Procurement Officer at rhaque@upo.org , referencing “ Mobile App RFP#2023-01 ” in the subject line. Questions/information must be emailed no later than January 24, 2023 . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website. <i>Questions sent to procurement@upo.org will not be answered as this email address is meant for receiving proposals only and it is not monitored on regular basis.</i>			
United Planning Organization 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 offers.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation 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

The United Planning Organization (UPO) invites experienced and qualified vendors to submit their proposals to design and build a mobile application for UPO, per specifications, terms, and conditions as detailed in this RFP.

II. CONTRACT PERIOD

The term of any contract resulting from this solicitation shall be from February 2023 (or from the date the contract is executed) to September 30, 2024, with option to renew for one year maintenance/warranty agreement.

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;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Free Tax preparation and e-filing
- Affordable housing development
- Job placement and career development services.

IV. SCOPE OF WORK / SPECIFICATIONS

1. Project Description

UPO is guiding the residents of Washington, DC, onto a path of self-sufficiency. UPO offers credentialed vocational training in nine high-demand job areas, employment placement services, childcare services, and academic scholarships. Over the past three years, 641 residents of our communities earned national certifications in IT, healthcare, telecommunications, etc., and 1,698 were placed in jobs.

Our primary challenge is maintaining effective lines of communication with a large and growing number of our customers. Once the customers are enrolled in one of UPO's programs or services, UPO has

difficulty maintaining communication with the clients to retrieve vital information showing the customer's progress while enrolled in the program. UPO doesn't have an effective method to communicate new updates and information to its customer base.

The UPO mobile app needs to solve the challenges that UPO face to maintain communication with its customers. The mobile app will allow UPO to maintain an ongoing relationship with many customers using electronic communications that do not require monthly onsite visits or repeated telephone calls, thus increasing the likelihood of more accurate data collection.

2. Product Functionality

The mobile app's primary function is to allow the customer to register securely, verify account login, and set up two-factor authentication. Customers need to update their personal information. The customer will have access to request information based on available programs/services. Customers need the ability to upload an image from a mobile phone. Customers need the ability to enroll and drop out of training and info sessions. The mobile app should send push notifications to customers based on selection.

Program administrators need a web application to manage the functionality and information for the mobile application. Based on the program/services the customer selected, the program administrator can push information to the customer using the web application portal. The program administrators need the ability to add and update training and info sessions, confirm training enrollment, add new programs/services, add program administrator accounts, disable accounts, and view user accounts.

3. Use Cases

Below are some of the use cases for the app:

a. Global Features

- New customer registration using the mobile app and verifying the email account.
- Customers can reset their password.
- Customers can change their passwords.
- Customer can update personal information
- Sign-in/Sign-out via QR code for events, training, and services.
- Send payments to clients.
- Fillable forms for the number of programs.
- Show statistical information on the users' service history on the home page.
- Ability for customers to reply to survey questions.
- Ability to send customers notifications via the app or email.
- Configure and manage outreach events.
- Track customer milestones for the lifetime of being in a program.
- Set up goals with a to-do list for the customer.

b. WFI Program

- Customers can register for a training session.
- Customers can request for an info session.
- Customers can take a picture with their mobile phone and upload it.
- Customers can update employer information.
- Admin can create a new training session.
- Admin can update training sessions.
- Admin can create new info session.

- Admin can update new info session.
- Admin confirms the training enrollment using the admin portal.

c. Youth Services

- Check-in and check-out via QR code.
- Show statistical information on attendance.
- Track the school information.
- Update GPA and graduation date.
- Manage scholarship funds and requests.
- Scholarship request form.
- Ability to upload report cards and other documents.

d. Community Impact and Advocacy Program

- Check-in and check-out via QR code.
- Configure and manage outreach events.
- Sign up and send out information for events.
- Send a survey to clients.
- Fillable forms for the program.

e. OEL Program

- Check-in and check-out via QR code.
- Sign up and send out information for events.
- Direct message via the mobile app.
- Send out safety alerts.
- Customers can register for a training session.
- Reminders/notifications of closures and events

f. Administrative Web Portal

- Manage user accounts and profiles.
- Configure and manage outreach events.
- Configure and manage information sessions.
- Send out alerts\nnotification for a particular program.
- Direct message customers.
- Setup\configure new programs and global features.

4. Project Scope Requirements

The application design should focus on the ability to add new modules (program services) that are associated with users. The program administrator and the user need the ability to track progress based on the program the user is enrolled in.

a. Front/Back End: The Vendor shall create detailed wireframes and visual designs based on the image provided. The mobile app shall be developed using the Xamarin platform using C# and XAML to simplify updates when released on multi-platforms, and more specifically, iOS and Android devices. UPO requires a web-based Administrative Panel to manage the mobile app content of the apps.

These are the required technologies

- C#, .NET (Standard and Core) (.Net Framework)
- Xamarin Mobile Development

- XAML, JavaScript (jQuery and AngularJS), HTML5, CSS3, Bootstrap
- Web Services (SOAP, XML, JSON, REST)

b. Database: The Vendor shall describe the recommended and develop the backend database to store the data for the app. UPO requires the backend database service to be hosted in Microsoft Azure. Access to this database must be brokered through an API, so future extensions, revisions, and migrations are configurable with minimal code revision.

c. Development Environment: UPO requires that the code be hosted on UPO's Azure Repo throughout the project's life cycle. Azure Artifacts and Pipelines will automate and simplify the build and release processes. For example, UPO intends to use such features to automate the release of an approved pull request to iOS and Android devices.

d. Mobile Operating Systems: The mobile app development shall be for both iOS and Android platforms. The Vendor shall work with the UPO team to roll out the mobile app on both Apple and Google stores.

e. Push Notifications: The mobile app shall have the function to push notifications to the customer regarding new information or customer task

f. Security: UPO requires that the information be encrypted in transit and at rest. Customers must use multi-factor authentication no more than 30 days after registration. Provides role base permission level for administrator web portal application.

5. Project Timeline

UPO has an aggressive timeline for project completion. The vendor proposal must reflect a project completion by September 30, 2024. The selected Vendor shall be invited for a kick-off meeting five days following the award of the contract. The Vendor shall provide the project schedule with a detailed timeline and a complete description of the key activities required for the project completion based on the three phases outlined below. In addition, the Vendor shall provide weekly project updates. The project schedule should include the project team members and other key personnel and identify the tasks the Vendor and UPO will perform to implement the application solution successfully.

Phase 1

- Global features (account profile, event schedule, etc.)
- WFI Program
- Youth Services

Completion by 10/2/23

Phase 2

- Community Impact Program
- Advocacy Program

Completion by 5/1/24

Phase 3

- OEL Program

Completion by 9/30/24

6. Documentation

UPO requires the Vendor to submit all documentation related to the project. Use simple language, proper formatting, and comments to explain something that needs explaining and is not self-evident. The Vendor must cooperate with your in-house team or transfer the deliverables as soon as development is completed.

7. Deliverables

- The Vendor shall provide a complete project plan ten business days after the kick-off meeting.
- The Vendor shall provide an Architecture design of Azure infrastructure that will host the application.
- The Vendor shall provide a successful transfer of all code to the UPO team.
- The Vendor shall provide a functional mobile app and admin web portal applications as described in the scope of work.
- The Vendor shall provide all documentation related to the project.

8. Proposal Pricing

The proposer shall provide pricing information separately from the technical proposal for the project. The pricing information shall break down the entire project price.

V. 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.
2. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP.
3. Award of contract does not obligate UPO to order or accept more than UPO's actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. Contract may be awarded to the Contractor who provides goods or services at the best value for UPO. UPO reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to best serves the interest of UPO.
4. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
5. UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all proposers.
6. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, and (c) are not meeting the minimum qualification requirements.
7. The following criteria will be utilized in the evaluation of the proposals:

- a. Adherence to RFP: The Proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
- b. Qualifications and experience: The Proposer's past experience and performance on comparable engagements.
- c. Reasonableness of Cost: A total dollar amount for the service requested and a detailed

Technical proposal will carry 70% and pricing proposal will carry 30% of the total weightage.

VI. SOLICITATION REQUIREMENTS

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFP through email addressed to procurement@upo.org. No other distribution of the proposals shall be made by the proposer.
2. **NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.**
3. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
4. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
5. All responses are to be submitted on standard 8.5" X 11" size in 12 font minimum type. Proposals should not be double-sided. Proposers 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 90 days from the proposal opening date.
6. Prices should be submitted in the Pricing Proposal and labeled as **Appendix B**, exclusive of all federal, state, and local taxes.
7. All documentation submitted with the proposals should be contained in one single volume.
8. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to UPO.

B. Special Requirements

All pages of the proposals should be numbered and the following are typical documents that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposer's response in the following order:

1. Signed Letter of interest detailing qualifications to provide the services requested in this RFP.
2. Table of Contents, cross-referencing the contents of the proposal.
3. Completed, signed and dated RFP Cover Page.
4. Completed, signed and dated Vendor Identification Form, included as an attachment (**Appendix A**).

5. Pricing Proposal, labeled as **Appendix C**.
6. Copy of current business license to operate in the District of Columbia.
7. Copy of current certificate of insurance evidencing coverage of the minimum required in this RFP.
8. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.
9. A completed and signed ACH form (**Appendix B**)
10. A completed and signed W-9 form.

VII. AWARD OF CONTRACT

Technical proposal will carry a weightage of 70% and Pricing proposal will carry 30% during the evaluation of all received proposals. Only technically qualified proposals will be considered for their price evaluations. The highest ranked proposer with combined scores of technical and pricing evaluations will be awarded the contract.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Goods or Services: 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 will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination for the Convenience of UPO: The performance of work under this Contract may be terminated by UPO in whole or in part whenever UPO shall determine that such termination shall be affected by delivery to the Contractor of a notice such termination specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective. UPO shall pay to the Contractor for work completed as of the effective date of such termination. 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 bidder/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 bidder.
3. Contracts In Default a. UPO may declare the Contract in default for any one or more of the following reasons as determined by UPO in its sole discretion: 1) Failure or refusal to comply with an instruction of UPO within a reasonable time. 2) Failure or refusal to perform anew any defective or unacceptable work. 3) Bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. 4) Failure to prosecute the work in accordance with the agreed schedule or completion. 5) Disregard of laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or the violation of any construction of safety codes.
4. Procedure for Declaring Contract in Default: UPO may declare the Contract in default by giving written notice to the Contractor to that effect. Said notice shall contain the reason or reasons for default and shall fix a day certain, not less than fifteen (15) consecutive calendar days after the date of said notice, when the Contract shall be declared in default, unless the Contractor remedies the default to UPO's satisfaction or makes satisfactory arrangements with UPO for its remedy prior to the day certain fixed in said notice for declaring the Contract in default. If the Contractor fails to remedy the default or to make satisfactory

arrangements for its remedy prior to the date set for declaring the Contract in default, or any extension thereof, the Contract shall be declared in default.

5. Completion of Contracts in Default: If for any reason a Contract is declared in default, UPO without process or action at law, may take over all or any portion of the work and complete it at UPO's option for the account and at the expense of the Contractor.
6. Licenses: By submitting a proposal, bidder 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 bidder's fulfillment of the contract.
7. 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.
8. Non-Collusion/Fraud: By submitting a proposal, bidder warrants and certifies that neither bidder 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. Bidder further warrants and certifies that neither bidder 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 bidder 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, bidder's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of bidder's collusion shall be terminated and bidder shall be liable for all of its damages sustained by the UPO as a result of bidder's collusion.
9. Equal Opportunity: The bidder 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 (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 bidder 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.
10. 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. Contractor shall provide UPO with a line-item report of quantities and expenditures at any time during the term of this contract for materials, commodities, or services rendered as requested by the Director of Facilities or the Office of Finance.
11. Informal Communications: From the date of receipt of this solicitation by each bidder until a binding contractual agreement exists with the selected bidder and all other bidders have been notified, or when UPO rejects all proposals, 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.

12. Formal Communications: From the date of receipt of this solicitation by each bidder, until a binding contractual agreement exists with the selected bidder, and all other bidders have been notified, or when UPO rejects all proposals, all communications between UPO and the bidders will be formal emails.
13. Costs Incurred: Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.
14. Minority/Women-Owned Business Enterprises: 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.
15. 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 bidder 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.
16. 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 years thereafter, UPO may have the contractors' invoices or vouchers and statement of cost audited.
17. Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of specifications shall be made on the basis of this statement.
18. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the 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 bidder under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
19. Severability: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
20. 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.

21. Solicitation Addendum: In the event that it becomes necessary to revise this Solicitation, in whole or in part, an addendum will be provided on our website <http://www.upo.org/work-with-us/#rfp>
22. Completed Proposals: 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 firm submitting the proposal.
23. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a bidder may withdraw the bid. This will not preclude the submission of another bid prior to the hour and date set for submission. 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.
24. 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 Solicitation will receive consideration. Bids 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 ensure the proposal is properly addressed. ***UPO is not responsible if the proposal does not reach destination specified by the appointed date/time.***
25. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer 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. **The award is not, and should not be construed as, the formation of a contract, nor does it guarantee UPO will enter a contract with the awarded proposer.** A formal contract will be generated and supplied by UPO, at its sole discretion, after the award notification is delivered.
26. Contract Administration: UPO shall be responsible for administration of the contract for compliance with the interpretation of scope, schedule, and budget. Contact information will be provided upon award of the contract.
27. Certifications: Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:
 - Certification that it or its principals 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.
 - Certification regarding lobbying under Title 31, US Code, Section 1352.
 - Certification Regarding Drug-Free Workplace under 28 CFR Part 83 (see Appendix E).
 - Certification Regarding Environmental Tobacco Smoke (see Appendix F)
 - Certification of Clean Hands from DC Office of Tax and Revenue (or applicable State authority).
28. Substantive Proposal: The proposer shall certify that: a. the proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation. b. they have not directly or indirectly induced or solicited any other proposer to put in a false or sham offer; and c. they have not solicited or induced any other person, firm, or corporation from proposing.
29. Governing Law: Any contract between UPO and the successful proposer responding to this RFP shall be governed by and enforced in accordance with the laws of the District of Columbia, without regard to the

Conflicts of Laws provisions. The place of performance and the transaction of business under such contract shall be deemed to be the District of Columbia and the exclusive venue and place of jurisdiction.

30. By submitting a proposal, the bidder represents that:
- The bidder has read and understands the Solicitation 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.
31. 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 this solicitation.

United Planning Organization

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

Appendix C:

Pricing Proposal

Submit your Pricing Proposal separately and label this as Appendix-C.