



United Planning Organization

REQUEST FOR PROPOSALS:

RFP#2023-02

FINANCIAL INFORMATION SYSTEMS -

FMIS SOLUTIONS FOR UPO

Request for Proposals (RFP)

Cover Page

Solicitation Issue Date: Tuesday, February 28, 2023			
Solicitation Closing Date: Friday, March 31, 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 Friday, March 31, 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 “ FMIS Solutions for UPO - RFP#2023-02 – Technical ” in the subject line. Submit Pricing Proposal <u>separately</u> to procurement@upo.org referencing “ FMIS Solutions for UPO - RFP#2023-02 – Pricing ” in the subject line. <i>Do not send any 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 “ FMIS Solutions for UPO - RFP#2023-02 ” in the subject line. Questions/information must be emailed no later than March 23, 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>			
A virtual Pre-Proposal Conference (PPC) will be held on Thursday, March 16, 2023 at 11:00 am. Attendance to this PPC is not mandatory, however, prospective proposers are encouraged to attend this conference. Questions raised will be answered in real time. Interested proposers should email hsingletary@upo.org for link to this PPC by COB on Wednesday, March 15, 2023.			
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 offers/proposals.			
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 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

The United Planning Organization (UPO) invites experienced, qualified, and competent vendors to submit their proposals to provide Financial Management Information System (FMIS) solutions for complete automation of the UPO Finance Division, per specifications, terms, and conditions as detailed in this RFP.

UPO would prefer to have a Financial Management Information Systems (FMIS) module that is part of an Enterprise Resource Planning (ERP) Solutions which can be implemented by UPO in the next phase in future.

II. CONTRACT PERIOD

The term of any contract resulting from this solicitation shall be from May 1, 2023 (or from the date the contract is executed) to April 30, 2024, with an option to renew for maintenance/warranty agreement.

It is expected that the contractor will be able to get the FMIS completed, tested, and finally implemented in the UPO Finance Division w.e.f. September 30, 2023.

III. PRE-PROPOSAL CONFERENCE

A virtual Pre-Proposal Conference (PPC) for prospective proposers is scheduled on Thursday, March 16, 2023 at 11:00 AM (Eastern Standard Time). Attendance to this Conference is not mandatory, however, proposers are encouraged to attend which may help in understanding UPO requirements and may provide some clarifications and details through real time answers to questions.

Please register by sending an email to hsingletary@upo.org by COB on Tuesday, March 14, 2023 to obtain the link to the Pre-Proposal Conference.

IV. 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 Early 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:

- 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;
- Transportation services for DC residents experiencing homelessness;

- Training programs designed to prepare participants for skilled employment;
- Substance misuse treatment programs that assist individuals in overcoming their addictions;
- Free Tax preparation and e-filing
- Affordable housing development
- Permanent Supportive Housing
- Job placement and career development services.

V. FINANCE DIVISION STRUCTURE & ORGANIZATION

The UPO Office of Finance comprises of following positions:

1. Chief Financial Officer (VP & CFO)
2. Senior Director of Financial Operations
3. Director of Financial Planning & Analysis
4. Director of Procurement Services (Vacant)
5. Executive Assistant
6. Sr. Accountant (2)
7. Payroll Administrator
8. Accounting Manager
9. Procurement Officer (2)
10. Procurement Specialist
11. Contract Specialist
12. Accounts Payable Supervisor
13. Accounts Payable Specialist
14. Receiving Specialist
15. Senior Financial Analyst (Program Liaison-3)
16. Senior Financial Analyst (Program Liaison-OEL)
17. Senior Financial Analyst (Program Liaison-Ops)
18. Fiscal Admin Assistant
19. Fiscal Analyst (Revenue Specialist)
20. Fiscal-Grant Specialist
21. Fiscal Admin Assistant

Accounting System:

- Solomon (MS Dynamics)
- Accrual Based Accounting
- SQLDatabase

Financial Reporting System:

- Prophix

Payroll System:

- ADP (bi-weekly payroll for approximately 400 staff)

Budget: \$35M (approximate)

The UPO budget consists of funding from several government (federal and local) entities as well as private revenue sources. Approximately 97% of the organization's revenue is from government grant funding.

VI. SCOPE OF WORK / SPECIFICATIONS

1. Project Description

The United Planning Organization (UPO) seeks a qualified vendor to deliver a Financial Management Information System (FMIS) to replace the current financial system per the details provided in this RFP.

The selected vendor will perform all technical and other analyses necessary to complete the development of a financial management. UPO prefers a Financial Management Information Systems (FMIS) module that is part of an

Enterprise Resource Planning (ERP) System that UPO can implement the remainder of modules in the future. The selected vendor, with support of the UPO Office of Finance and the Office of Technology and Information System, complete all components of the Scope of Work. The scope of work in this RFP includes all components of a financial system, even if not mentioned in the requirements. The vendor shall provide a list of modules related to ERP Solutions that can be integrated into the FMIS at a later date. This additional-optional information will not be evaluated for the purpose of this RFP.

2. Required and optional components of the new system including future modules

- (a) Required:** Financial Management System (General Ledger, Bank Reconciliation, Cash Receipts, Accounts Receivable, Accounts Payable, Purchase Requisition and Purchase Order, Order entry/invoicing system, Fixed Asset Management, Budget, and Reporting)
- (b) Optional ERP Modules:** Contract Management, Grants Management, Time & Attendance, Payroll, and Human Resources (not to be evaluated for the purpose of this RFP).

3. General Requirements

- Provides a production, training, test, and development environment.
- Provides the ability to configure workflows, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by UPO and without the assistance of the software vendor.
- Provides real-time financial information, budgeting, and reporting – with ability to generate performance measurement using KPIs and Metrics.
- Provides an Audit Trail with metadata, user, date, and time stamp throughout all modules.
- Defines close and roll-over dates at the system and module level.
- Provides an End-to-End Procurement Management.
- Supports the maintenance of open POs over multiple years.
- Supports year-end activities such as conditional PO closure and the ability to roll purchase orders to the new fiscal year.
- Automates PO rollover process for individual or groups of POs including appropriate treatment of carryover budget amounts.
- Provides real-time access to PO information related to balances, adjustments, and postings.
- Provides a report or dashboard alert of POs with no activity for a defined period.
- At year-end, provides the ability to print a list of POs with outstanding balances.

- Provides a centralized cashiering model to collect and manage transactions daily (e.g., cash, checks, credit cards, electronic payments, etc.).
- Provides email notification to alert when the PO amount nears an end.
- Provides the ability to access transaction detail in sub-accounts.
- Supports Cash Management with real-time interface with bank, ACH payments, Payee Remittances, and notifications.
- Provides system generated receipt numbers.
- Provides for verification of cash and validates checks.
- Supports the ability for staff to scan checks for deposit.
- Supports the ability for staff to scan supporting documentation and attach it to receipts.
- Provides means to integrate with external products and solutions, including an Application Programming Interface (API) to allow interaction with other UPO systems.

4. User Interface Requirements

- Provides a browser-based user interface (for example, Google Chrome, Edge) and stays current with new browser technology
- List any required internet browser plug-ins for the use of the system.
- Supports mobile technologies (e.g., smartphones, tablets).
- Indicate if mobile is supported through a browser with a native app or responsive design.
- Provides the ability to drill down and drill across from a transaction view to the supporting source data and documents.
- Provides fully integrated functionality such that data is entered and available throughout the system(s) in real time.
- Provides customizable reporting and organized screen layouts for the end user.
- Provides search functions that reach across all applications and attachments.
- Datasets must be described with essential metadata to ensure discoverability.

5. Workflow Requirements

- Provides integrated workflow management including generation, routing, notification, and approval of forms, reports, and other documents for all modules.
- Provides the ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, etc.).
- Provides multiple attributes to define which users participate in which steps of the workflow processes
- Integrates with the email system (Office 365) to notify system users in the notification/request of approvals, rejections, corrections, and approval through/from email and mobile devices, and emailing of invoices.
- Allows document attachments to be available for review through all levels of approval for all modules.

6. Content/Document Management Requirements

- Supports multiple media formats and file types (image, Excel, Word, PDF, etc.).
- Provides the ability to support retention policies with respect to images, documents, and uploads managed by the system.
- Provides the ability to create, store, and retrieve electronic images or copies that are attached to the appropriate transaction record for all modules.
- Supports document scanning and attachment and makes documents accessible throughout all modules.

7. Other Important Requirements relating to Accounting, Finance & Procurement

- a. Reporting and Analysis Requirements
- b. Budgeting Requirements
- c. General Ledger (GL)/Accounting
- d. Accounts Payable Requirement
- e. Bank Account Management/Reconciliation Requirements
- f. Procurement/Purchasing Requirements
- g. Accounts Receivable Requirements
- h. Vendor Management Requirements
- i. Invoice Receipt Requirements
- j. Fixed Assets/Inventory Requirements
- k. System Function/Security Requirements
- l. SaaS Requirements
- m. Contract Management (Optional)
- n. Grant Management (optional)

Note: Please refer to **Appendix-C** (attached to this RFP) for detailed scope of work . This Appendix needs to be completed and attached to your proposal for evaluation purposes.

8. Deliverables

- Review and assess existing financial processes and systems.
- Design and configure the FMIS to meet the organization's specific needs.
- Migrate current financial data to the new FMIS.
- Advise retention/deletion plan for the existing systems.
- Test and validate the FMIS.
- Provide perpetual access to relevant training modules for user training and documentation.
- Implement the FMIS.
- Provide ongoing support and maintenance.

9. Project Timeline

The project will be completed by **September 30, 2023** and shall be implemented so as to become effective from **October 1, 2023** (FY2024).

UPO has an aggressive timeline for project completion. The vendor proposal must reflect a project completion by September 30, 2023. 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.

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.

10. On-going Support

The contractor will provide ongoing support and maintenance for the FMIS after its implementation, for an initial period of 12 months which may be renewed on annual basis, at the option of UPO.

11. 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, in terms of deliverables.

VII. 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 to the proposer who 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 breakdown must be provided with the proposal.

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

PROPOSAL SCORING CRITERIA

EVALUATION CRITERIA	MAXIMUM POINTS
Business Documents (Refer to Section VII-B)	10
Narrative Proposal (addressing the SOW)	30
Completed Appendix-C	20
Reference Checks (3 references)	10
Technical Proposal (sub-Total):	70
Pricing Proposal	30
COMBINED TOTAL SCORE:	100
Bonus Points-	
->US-based Company & Technical Services	10
->Minority-Owned Company	10
Total Bonus Points:	20

VIII. ORAL PRESENTATION

After the technical evaluation is completed, the two (2) top qualified proposers may be invited for Oral presentations. Their presentations may be in the form of demonstration, Sand Box and/or proof of concept.

IX. 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 separately, exclusive of all federal, state, and local taxes. It should remain valid for a minimum of 90 days.
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. Additional Qualifications:

The United Planning Organization (UPO) is looking for qualified and competent proposers having a minimum of 5 years' expertise working with non-profit organizations in building a FMIS. Prospective proposers must have a business license to operate in Washington DC or in their home state with a reciprocity qualification on file with the District of Columbia.

C. Special Requirements

All pages of the proposals should be numbered, and the following are typical business documents and should be addressed in the proposer's response in the following order:

1. Signed Letter of interest detailing qualifications to provide the goods/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. Copy of current business license to operate in the District of Columbia.
6. Copy of current certificate of insurance evidencing coverage of the minimum required in this RFP.
7. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.
8. Completed and signed ACH Form.
9. Completed and signed W-9 Form.
10. Pricing Proposal - to be submitted separately.

X. AWARD OF CONTRACT

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

The award of contract does not obligate UPO to order or accept more than UPO's actual requirements during the period of this agreement, as detailed 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.

XI. 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 determination 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 that termination becomes effective. UPO shall pay to the Contractor for work completed as of the effective date of such termination.
3. **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 proposer 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 proposer.
4. **Contracts in Default:** UPO may declare the Contract in default for any one or more of the following reasons as determined by UPO in its sole discretion; (a) failure or refusal to comply with an instruction of UPO within a reasonable time, (b) failure or refusal to perform anew any defective or unacceptable work, (c) bankruptcy or insolvency or the making of an assignment for the benefit of creditors, (d) failure to prosecute the work in accordance with the agreed schedule or completion, (e) disregard of laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or the violation of any construction of safety codes.
5. **Procedure for Declining 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.
6. **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.
7. **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 proposer's fulfillment of the contract.
8. **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.
9. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither 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 proposal 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 proposal, proposer's 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.

Collusive bidding is a violation of District of Columbia and federal law and can result in fines, prison sentences, and civil damage awards. Proposers' signatory agrees to abide by all conditions of this solicitation and certifies that he/she is authorized to sign the proposal for the proposer.

10. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this Solicitation on the grounds of actual or perceived sex, race, color, religion, national origin, age (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.
11. 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 program office coordinator or the Office of Finance.
12. Informal Communications: From the date of receipt of this solicitation by each proposer until a binding contractual agreement exists with the selected proposer 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.
13. Formal Communications: From the date of receipt of this solicitation by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
14. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
15. 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.
16. 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 proposer 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.
17. 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.

18. 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 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.
19. 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 proposer under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
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 proposer may submit no more than one (1) proposal in response to this Solicitation. The proposal 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 proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submission. 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.
24. Receipt and Opening of Proposals: Proposers are responsible to assure their proposal is delivered to UPO by the scheduled date and time. Only those proposal which are received in a timely fashion as set forth in this Solicitation will receive consideration. Proposal received after the date and hour designated are automatically disqualified and will not be considered; late proposal will be dated, marked as received late, and placed un-opened in the file. Proposers 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. Severability: If any section, sub-section, paragraph, sentence, clause, phrase or word of these requirements or specifications shall be held invalid, such holding will not affect the remaining portions of these requirements and specifications.
31. By submitting a proposal, the proposer represents that:
- The proposer has read and understands the Solicitation 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 required licenses and insurance.
32. 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.

APPENDICES

Appendix – A

VENDOR IDENTIFICATION (must be completed and returned with proposal/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 - B

ACH FORM (Must be completed and attached to the proposal as Appendix-B).



**Supplier ACH/Direct Deposit
Authorization Form
*United Planning Organization
Accounts Payable***

1. Please Check One:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEW Direct Deposit	CHANGE Direct Deposit	CANCEL Direct Deposit

2. Vendor/Payee Information	
Name:	
Address:	
Contact Person's Name (if other than payee):	
Telephone Number:	
Email Address:	

3. Financial Institution Information	
Bank Name:	
Bank Address:	
Name on Bank Account:	
Bank Account Number:	
Nine-Digit Bank Routing/Transit Number (ABA):	
Type of Account:	Checking Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize United Planning Organization Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify UPO Finance Dept for issues with payment received or deposited, and any changes to bank account information at payments@upo.org or (202) 238-4799). I understand that this authorization will remain in full force and effect until UPO Finance Dept received a written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____

Signature: _____

Date: _____

Important Information

Please return completed form via email: payments@upo.org

Finance Department Use Only	Date Stamp - Received
Reviewed and Approved By: _____ Date: _____	

Appendix – C

Please refer to attached excel spreadsheet