



**United Planning Organization**

**REQUEST FOR QUALIFICATIONS**

**VENDORS FOR COMPUTER HARDWARE,  
SOFTWARE AND RELATED SERVICES**

**RFQ # 0034**

**Request for Qualification (RFQ) Cover Page**

<b>Solicitation Issue Date: Friday, January 26, 2024</b>			
<b>Solicitation Closing Date: Open &amp; Continuous</b>		<b>Solicitation Closing Time: Open &amp; Continuous</b>	
<b>Issued By: United Planning Organization (UPO)</b>			
<b>Address: 301, Rhode Island Avenue, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization (UPO) is a non-profit agency in the District of Columbia, founded in 1962 and is exempt from any state or federal tax.			
Submit your proposal to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Request for Qualifications: Vendors for Computer Hardware, Software & Related Services - RFQ #0034”. <b>DO NOT</b> send questions on this email address. It will not be responded as this email box is not monitored on regular basis. This email address is for the sole purpose of receiving proposals only.			
Small or minority-owned enterprises (CBEs) are encouraged to participate and respond to this solicitation.			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing “Request for Qualifications: Vendors for Computer Hardware, Software & Related Services - RFQ #0034” in the subject line. <i>Questions sent to <a href="mailto:procurement@upo.org">procurement@upo.org</a> will not be responded as this is not monitored on regular basis.</i>			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal(s) deemed best for the organization, and/or request new proposal(s), if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the material and/or services in accordance with the attached signed proposal or as mutually agreed upon by the subsequent negotiation and executed contract.			
<b>VENDOR IDENTIFICATION</b>			
Individual or Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

The United Planning Organization (UPO) is seeking qualified vendors to provide computer hardware, software and related services in accordance with the terms and conditions set forth in this solicitation (RFQ), and any other term and condition in any contract subsequently awarded as a result of this solicitation. Proposals shall be evaluated and determined through UPO's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of UPO.

UPO expects to pre-qualify multiple vendors that submit proposals to provide all the relevant material and services specified in this RFQ.

## **II. CONTRACT PERIOD AND RENEWALS**

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months. The contract may be renewed for additional four (4) option years or fractions thereof, depending on satisfactory performance evaluation and availability of funds.

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest and their families
- Comprehensive youth services with scholarships for DC residents
- Homeless transportation services
- Training programs designed to prepare participants for skilled employment
- Weatherization services to make homes more energy efficient
- Substance abuse treatment programs that assist individuals in overcoming their addictions
- Tax preparation and e-filing; community-based tax preparation services
- Housing Counseling services that help alleviate predatory lending, avoid foreclosures and prepare customers for home ownership
- Job placement and career development services

## **IV. SCOPE OF WORK**

In order to streamline and quicken the process of procurement of computer hardware, software and related services for its entire group, UPO is soliciting proposals from qualified and competent vendors. This process would enable UPO to establish a pool of pre-qualified vendors for all such procurements which are above the threshold of small purchases.

The pre-qualified vendors will:

- Provide quotes for computer hardware, software and services to UPO's IT team as and when requested.
- Provide a dedicated Account Manager as the main contact person for UPO.
- Work with the UPO's IT team to keep abreast with latest technology solutions.

## V. PROPOSAL REQUIREMENTS

### A. General Requirements

1. To be considered for pre-qualification, proposers must submit a complete response to this RFQ electronically. No other distribution of the proposals shall be made by the proposer. Email submission to [procurement@upo.org](mailto:procurement@upo.org) is required.

**NOTE: A proposer may submit no more than one (1) proposal in response to this RFQ.**

2. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all requested information may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ so that UPO may properly evaluate proposer's capabilities to provide the required service. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper size, in 12-point font minimum type.
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

1. All pages of the proposal should be numbered, and the following are typical documents and/or items that a successful proposer will be required to provide to UPO, and should be addressed in the proposer's proposal in the following order:
  - a. Letter of Transmittal signed by an authorized representative of the vendor.
  - b. Table of Contents which cross-references the following RFQ requirements.
  - c. Completed, signed and dated RFQ Cover Page.
  - d. Completed, signed and dated Vendor Identification Form (included as Appendix A to this RFQ).
  - e. Copy of the current business license.
  - f. Copy of the current certificate of liability insurance evidencing coverage of the minimum required in this RFQ.
  - g. ACH Form (for direct bank transfers).
  - h. W-9 Form.
  - i. Evidence showing capacity of the proposer to successfully provide the required materials and services
  - j. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
  - k. A written narrative statement to include: (1) Experience, including number of years in the business, in providing the materials and services described herein; (2) Name of partners, if any; (3) A description that the proposer understands UPO's requirements; and (4) A detailed proposal identifying the RFQ requirements.

Any additional information which the proposer desires to present that does not fall within any of the requirements of the RFQ should be attached at the end of the proposal and designated as additional material.

Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFQ requirements are specifically addressed.

## **VI. EVALUATION CRITERIA**

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated below and conform to the objectives and requirements of the RFQ. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFQ. Incompleteness, significant inconsistencies, or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. UPO reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all proposers. 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 its best interest.
3. Proposals will be evaluated on the following criteria:
  - a. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
  - b. Qualifications and experience: The proposer's experience and performance on comparable engagements.
  - c. Submission of required documents.

## **VII. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: Any contract entered into between UPO, and a proposer may be terminated, in whole or in part, by UPO at its convenience if it determines termination is in its best interest. UPO shall terminate the agreement by delivering a Notice of Termination specifying the extent of the termination and the effective date.
3. Cancellation of Contract: Any contract entered into between UPO and a proposer that is canceled by either party shall in no way relieve the proposer/contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
4. 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.
5. Anti-Kickback Provision: Any contract entered into between UPO, and a proposer is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to any 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.
6. 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.

7. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, 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.
8. **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.
9. **Informal Communications:** From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, 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 Procurement Office for information, comments, questions, etc., and they shall be emailed.
10. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications shall be between UPO's Procurement Office and the proposers and it will be via formal emails.
11. **Costs Incurred:** Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
12. **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.
13. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
14. **Payment 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 contractor's invoices or vouchers and statement of cost audited.
15. **Indemnification:** Any contract entered into between UPO and a proposer shall contain the following indemnification clause, altered at the sole discretion of UPO: "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 contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor."

16. Insurance: Any proposer entering into a binding agreement with UPO 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. Contractors 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 contractors 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.

17. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be posted on the UPO website: <http://www.upo.org/work-with-us/#rfp>
18. 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.
19. Receipt and Opening of Proposals: Proposers must pay particular attention to ensure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified for this purpose.
20. Contract Award Notification: When the evaluation process of the proposals is completed; the qualified proposer(s) will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer. 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 qualification notification is delivered.
21. Certifications: Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:
- Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Low Tier Covered Transactions under 45 CFR Part 76 (see Appendix C).
  - Certification Regarding Lobbying under Title 31, US Code, Section 1352 (see Appendix D).
  - 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).
22. By submitting a proposal, the proposer represents that:
- a. The proposer has read and understands the RFQ and submits the response in accordance therewith.
  - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - c. The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on the lack of knowledge or lack of understanding of any part of the RFQ.



**VENDOR IDENTIFICATION (must be completed and returned with proposal)**

**Appendix - A**

<b>Company Name:</b>	-----		
<b>Doing Business As (DBA):</b>	-----		
<b>Company Federal ID:</b>	-----		
<b>Address:</b>	----- -----		
<b>Remit To Address:</b>	----- -----		
<b>Telephone:</b>	-----		
<b>Fax:</b>	-----		
<b>Email:</b>	-----		
<b>Web address:</b>	-----		
<b>Main Contact:</b>	-----		
<b>Person responsible for response (if different):</b>	-----		
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>