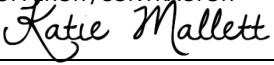



<b>GOVERNMENT OF THE District of Columbia PUBLIC SCHOOLS</b> <b>TASK ORDER/DELIVERY ORDER FOR SERVICES</b> <b>OFFEROR TO COMPLETE BLOCKS 18 &amp; 29</b>				<b>1. REQUISITION NUMBER</b>	PAGE: 1 of 26	
2. TASK ORDER AGREEMENT NO. GAGA-2022-T- 0397	3. Award/Effective Date See Block 30C	4. CONTRACT	5. ESTIMATED START DATE See block 30 C	6. COMPLETION DATE September 30, 2023		
7. PROGRAM OFFICE CONTACT (COTR): Office of the Deputy Chancellor, Social Emotional and Academic Development	A. NAME:  Jennifer Rosenbaum		B. TELEPHONE:  202.297.2081		8. EMAIL:  <a href="mailto:Jennifer.Rosenbaum@k12.dc.gov">Jennifer.Rosenbaum@k12.dc.gov</a>	
9. ISSUED BY  District of Columbia Public Schools Contracts and Acquisitions Division 1200 First Street, NE Washington, DC 20002 (202) 442-5112 - FAX (202) 442-6501		10. THIS ACQUISITION IS  <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> GSA <input type="checkbox"/> COG <input checked="" type="checkbox"/> Cooperative Procurement: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13. RESERVED	12. PAYMENT DISCOUNT TERMS  Net 30 days	
15. CONTRACTOR/ OFFEROR Panorama Education, INC 24 School Street, 4th Floor Boston, MA 02108 617 380 7712  15A DUNS CODE      15B TAX ID NO		16. PAYMENT WILL BE MADE BY: District of Columbia Public Schools Office of Accounts Payable 1200 First Street NE, 11 <sup>th</sup> Floor Washington, DC 20002 (202) 442-5300				
17. DELIVER TO Office of Data & Technology District of Columbia Public Schools 1200 First Street, NE, 9th FL, Washington, DC 20002 C 202-442-9256		18. ADMINISTERED BY District of Columbia Public Schools Contracts and Acquisitions Division 1200 First Street, NE Floor 9 Washington, DC 20002				
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN THE OFFER <input type="checkbox"/>			18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19 ITEM NO.	20		22 UNIT	23 UNIT PRICE PER MONTH	24 AMOUNT	
	See Pricing Table in Section 3 for CLINs.		\$	\$	\$	
25. ACCOUNTING AND APPROPRIATION DATA:			26. TOTAL AWARD (FOR GOVT. USE ONLY) <b>\$ 552,000.00</b>			
27. <input checked="" type="checkbox"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TWO (2) COPIES TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4. CONTRACTOR'S PROPOSAL DATED 5/27/22, IS INCORPORATED BY REFERENCE.			28. <input checked="" type="checkbox"/> AWARD OF CONTRACT: REFERENCE YOUR OFFER DATED 5/27/22 YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: See Attachment A. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4. See letter contract award 10/1/2022.			
29A. SIGNATURE OF OFFEROR /CONTRACTOR 			30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)  Katie Mallett, President		29C. DATE SIGNED  09 / 19 / 2022	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  LaVeta Hilton		30C DATE SIGNED  11/3/2022	

**TASK ORDER AGREEMENT  
GAGA-2022-T-0397**

**1) SERVICES/SUPPLIES REQUIRED:**

- 1.1** The Task Order is issued against the cooperative agreement between Choice Partners (CP), a division of the Harris County Department of Education (HCDE), and Panorama Education, Inc, contract number RFP 21/031KN-44.
- 1.2** This Task Order shall be subject to the Contractor's compliance with all applicable District of Columbia Laws and Regulations
- 1.3** This is a Firm-Fixed Price type contract in accordance with 27 DCMR Chapter 24, in the amount of **\$552,000.00** for the base year. The price for the base year is based on the vendor's quote dated May 27, 2022, (Attachment J8)
- 1.4** Quantities and description of services include a summation of the items; see Contractor's Price Quote dated 5/27/2022 (Attachment J8) for specific pricing information.
- 1.5** The district will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered or that conditions affecting requirements will be stable. The estimated quantities shall not be construed to limit the quantities which may be ordered
- 1.6** The vendor shall sell to the District of Columbia Public Schools (DCPS), Office of the Deputy Chancellor, Social Emotional and Academic Development, the following items pursuant to the contract **RFP 21/031KN-44** as follows:

**1.6.1 Period of Performance: October 1, 2022, through September 30, 2023**

CLIN	Item Description	estimated Quantity	Unit Price	Estimated Total Price
001	Climate Survey & MTSS Data System License Fee	1	\$487,500.00	\$487,500.00
002	Additional Assessment Integration	1	\$25,000.00	\$25,000.00
003	Project Management & Ongoing Technical Support	1	\$0.00	\$0.00
004	Professional Development <ul style="list-style-type: none"> <li>o 7 Virtual Core Offerings</li> <li>o 3 Virtual Custom Offerings</li> <li>o 1 Executive Briefing</li> </ul>	1	\$37,500.00	\$37,500.00
005	Paper Surveys (up to 2000)	1	\$2,000.00	\$2,000.00
Total				\$552,000.00

## 2) **PURPOSE/SCOPE:**

2.1 The Office of the Deputy Chancellor, Social Emotional and Academic Development is seeking the following services to (1) support in the design, production, administration, analysis, and reporting of surveys designed and administered for students, teachers, administrators, other school staff, and families and (2) provide a centralized platform to present trends across social emotional learning, attendance, academic, assessment, and behavior indicators and manage MTSS interventions to improve student outcomes and track student progress.

- Customizable survey instruments
- Online survey-taking and results platform
- Customizable reports and resources
- Personnel support for survey planning, administration, and reporting
- Integration of key data sources to effectively visualize student progress across multiple indicators
- Easy-to-use data analytics interface for all staff across the district to understand accurate, up-to-date information
- Management of interventions and progress monitoring across Tiers 2 and 3
- Dedicated team to provide comprehensive project management and ongoing technical support
- Professional development to ensure effective adoption of the MTSS Data System by educators across the district

## 2.2 Requirements.

### 2.2.1 Annual Kickoff and Vision

The Contractor shall schedule kickoff meetings that shall include the members of the assigned project team and the DCPS teams managing the implementation of the MTSS Data System and the Stakeholder Feedback team. The Contractor team shall use these meetings to align on the district's vision, identify key priorities and critical success criteria for our work together, and gather the necessary information to establish a clear project plan and the timeline for our work together in '22-23.

### 2.2.2 Planning & Timeline

The project plan shall be developed in response to the vision and goals shared in the kickoff and shall be shared with the DCPS Stakeholder Feedback and MTSS Data System teams. DCPS shall thoroughly vet the plan to ensure it meets the vision and timeline of the district, and then it will be implemented collaboratively throughout the year. All updates and changes to the project plan will be reviewed and approved by the DCPS district team.

Typical areas of the project plan include:

#### 2.2.2.1 Aligning on project goals and success metrics.

During the annual kickoff meeting, all key district team members will have the opportunity to share their goals for each program. These goals and metrics of success will guide our partnership for the year and will be monitored through regular touchpoints including project calls, step-backs, and bi-annual business reviews.

### **2.2.2.2 Survey Program Design.**

Contractor shall work closely with the DCPS surveys team to review current content and results and customize survey instruments to better suit the needs of the district and reporting requirements. The teams shall coordinate survey administration windows, delivery methods, and communication strategies to optimize response rates for every stakeholder group. Contractor shall also work with the district to comply with parental consent regulations and data confidentiality.

### **2.2.2.3 MTSS Data Configuration.**

DCPS will have the opportunity to share any updates to data sources as outlined in the contract, including an SIS integration and ten assessments. DCPS may request other assessment integrations for an additional cost (see billing schedule).

### **2.2.2.4 MTSS Integration and Customization.**

Once DCPS has confirmed data sources, the Contractor shall configure the platform and update relevant integrations. The DCPS and Contractor teams shall work together to ensure the platform furthers DCPS's vision and desired goals. The Contractor team shall run quality assurance tests and, where possible, customize the user interface to reflect DCPS's educator goals and context.

### **2.2.2.5 MTSS Data System Communication.**

The contractor and DCPS shall work together to identify key stakeholders to be educated about the MTSS platform, and Contractor and DCPS shall collaborate on resources and literature to share as necessary. All methods of communication to stakeholders shall be done based on the preferences of the district.

### **2.2.2.6 Survey Communication & Reporting.**

The contractor shall work with the DCPS surveys team to develop communication and training materials for all schools, with the goal of a seamless administration and high response rates. Contractor shall actively monitor response rates throughout each survey administration and collaborate with the DCPS team to boost engagement. Once surveys are completed, Contractor shall process all data, customize metrics as needed, and preview results with the surveys team. The DCPS surveys team will review and customize reports, permissioning structures, and all communication prior to the release of results to the community.

### **2.2.2.7 Designing and facilitating professional development sessions for the MTSS Data System.**

The Contractor shall Teaching & Learning team will work closely with DCPS to determine the type of sessions needed to support educators in adopting the DCPS MTSS Data System and effectively using stakeholder feedback to improve community experience. Contractor shall be able to support sessions by role or by individual school site.

### **2.2.2.8 Ongoing partnership collaboration.**

DCPS and Contractor shall participate in regular check-ins to ensure project plan deliverables are on track for timely completion for each project

### **2.2.3 Stakeholder Communication, Marketing, and Outreach**

As needed, Contractor Shall develop, in consultation with DCPS, a detailed strategy for marketing and outreach. Contractor work shall focus on building buy-in and enthusiasm for the Surveys program and MTSS Data System to ensure widespread adoption and participation, and for communicating best practices for using feedback results and the data system. This work will emphasize using existing communication and marketing channels. Contractor's work may include but is not limited to:

#### **2..2.3.1 Support & Buy-in Building.**

In conjunction with DCPS, Contractor shall conduct meetings, calls, trainings and/or webinars in order to help key stakeholders understand this program's impact on DCPS.

#### **2.2.3.2 Direct Outreach to Stakeholders.**

Contractor shall work with DCPS to determine the right method for direct outreach to stakeholders across the district. This may include Contractor shall ghost-writing materials for the district to use to reach specific audiences or communicating directly with stakeholders with district oversight and permission.

#### **2.2.3.3 Compiling a Comprehensive Data Guide.**

The teams shall work together to maintain an active Data Guide which may include ongoing FAQs, best practices, key personnel, and more.

### **2.2.4 Contractor MTSS Data System Configuration, Integration & Customization**

Contractor team shall work DCPS to confirm the data sources for input into the MTSS Data System. Contractor shall be currently integrated with Aspen for academic and attendance data, SBT for behavioral data, and 9 assessments including iReady, NWEA Map, DIBELS (composite and progress monitoring), HMH Reading Inventory, ANet, GOLD, Required Curricular Tasks (Mastery Connect and Assistments), PARCC, mCLASS Lectura and 1more to be integrated in the 22-23 school year: STAR. [This list may update in the 22-23 School Year depending on the needs of the district and the active assessments conducted in schools.] Social Emotional Learning data is pulled in from survey administrations.

Contractor shall work closely with DCPS's MTSS Data Team, Assessments Team, and District Leadership to ensure the data is configured meaningfully for DCPS educators. Contractor shall work with the DCPS MTSS Data team to understand the meaningful data disaggregation for the district context, like demographics, FRPL Status, EL Status, Special education status and others, and creates filters for educators to quickly access this information. The DCPS team is also able to group students by attribute or manually to further understand trends or patterns.

The DCPS team shall shares information to develop role-based permissions to ensure each authorized DCPS user is able to access their data and only the data to which they are authorized. Contractor shall configure these permissioning structures and communicates user access to educators.

Contractor shall run quality assurance tests, backfills historical data as needed, and communicates any data inconsistencies as necessary. Contractor and DCPS shall collaborate on a comprehensive MTSS Data System Guide for educator reference, and update it as platform, data and practices change throughout the school year.

### **2.2.5 Ongoing Platform Maintenance & Support**

Once the MTSS Data System is configured, integrated, and customized, the Contractor team shall work across functions to ensure data is seamlessly updated on a daily basis. If problems arise, Contractor shall communicate proactively with the DCPS team by sharing details of the issue, the breadth of impact, and the next steps the team is taking. Contractor shall communicate with educators and/or write materials for DCPS to communicate directly with educators about particular issues. Once resolved, Contractor shall share a summary of the issue and more information about the resolution and any changes made to ensure it does not happen again.

The Contractor Support Team shall provide technical and post-implementation change management support for the implementation and user adoption of the MTSS platform. The Support Team shall also provide on-call support for user needs and troubleshooting.

### **2.2.6 Interventions & Progress Monitoring**

Contractor and the DCPS MTSS Data team shall maintain a comprehensive, customized Interventions Library for educators across the district to find meaningful strategies in the areas of academic, behavioral, attendance and SEL. Users shall be able to create intervention plans for individual or groups of students, assign champions responsible for implementation of interventions, and view progress monitoring data for each intervention including an aim line for the trajectory of each student progressing toward their goals. School and district leaders will be able to view a summary of intervention status across a school or the district to understand the implementation of the MTSS System overall.

### **2.2.7 Professional Learning Trainings and Resources**

Contractor shall complement its suite of tools with several modes of professional development. Contractor shall work with the DCPS Teams to develop a training plan for role-based groups, district leadership, school leadership, counselors, and teachers. Many of these sessions will be deemed Contractor “core sessions”. These sessions are curated to support the needs of specific educator roles during different phases of platform adoption (i.e., Navigation, Responding to Data, Embedding the MTSS Data System into Practice, etc.). These “core sessions” have been developed and refined over time and deliver excellent content that meets the needs of the majority of our district partners. In unique circumstances, DCPS may decide to use a “custom” PD session when a “core” session does not meet the needs of a group of participants or of a specific objective or session outcome. These sessions will include custom presentations and resources, take the shape of synchronous or asynchronous activities, and will be unique to DCPS. And finally, Contractor Academy and Playbook, online resource centers, shall be available to all DCPS users. Taken together, these supports, and tools are designed to build the capacity of district and school level staff members to interpret student data, take effective action, and implement an effective MTSS program.

### **2.2.8 Ongoing Partnership & Engagement**

The Contractor and DCPS Project Teams shall meet on an agreed-upon basis to review key project details, monitor the completion of deliverables, understand engagement and

adoption across the district, and problem-solve to ensure our programs deliver significant value to educators and positively impact student outcomes. Contractor and DCPS shall work together to gather, review, and prioritize feedback over the course of the school year. Contractor shall work with DCPS to address the most crucial feedback with solutions either in the platform, during professional learning, or through resources outside of the MTSS Data System and Survey Reporting Platform to address the needs of educators

**7 DELIVERABLE SCHEDULE:**

The term of this task order shall be from award date, thru September 30, 2022.

Milestone	Deliverables	Deadline
Contract Execution • DCPS	and Panorama agree to contract deliverables, scope of work and associated costs <ul style="list-style-type: none"> <li>● DCPS and Panorama will sign and countersign all relevant contracting documents</li> </ul>	9/30/22
Project Plan Development and Review	<ul style="list-style-type: none"> <li>● Panorama develops year-long project plan outlining key integration, administration, rollout and professional learning milestones</li> <li>● DCPS reviews, shares feedback and updates requests</li> <li>● DCPS and Panorama work together to update the plan and agree to all outcomes</li> </ul>	10/15/22
Fall Survey Administration	<ul style="list-style-type: none"> <li>● DCPS and Panorama confirm survey content for Fall administration and securely transfer data to generate survey links</li> <li>● Panorama will support DCPS communications to ensure engagement, smooth administration, and high response rates</li> <li>● Panorama will configure results to district specifications and release data to relevant users as determined by the district</li> </ul>	October - November 2022
MTSS Data System Configuration	<ul style="list-style-type: none"> <li>● DCPS shares any updates to data sources as outlined in contract:               <ul style="list-style-type: none"> <li>○ SIS: Aspen</li> <li>○ Behavior: SBT</li> <li>○ Assessments:                   <ul style="list-style-type: none"> <li>■ ANet ELA &amp; Math</li> <li>■ DIBELS (composite and progress monitoring)</li> <li>■ i-Ready Reading &amp; Math</li> <li>■ MAP Math &amp; Science</li> <li>■ Reading Inventory</li> <li>■ mCLASS Lectura</li> <li>■ PARCC</li> <li>■ GOLD</li> <li>■ Required Curricular Tasks (Mastery Connect &amp; Assistments)</li> <li>■ <i>Additional assessment 1</i></li> </ul> </li> </ul> </li> <li>● DCPS may request other assessment integrations for additional cost (see billing schedule)</li> </ul>	Ongoing
MTSS Data System Integration & Customization	<ul style="list-style-type: none"> <li>● Panorama confirms accurate presentation of data through existing integrations</li> <li>● Panorama runs quality assurance tests, backfills historical data as needed, and customizes user interface to reflect DCPS's educator goals and context</li> <li>● DCPS and Panorama collaborate to ensure the data reflects DCPS's vision and desired goals</li> </ul>	2-4 weeks from contract execution

	<ul style="list-style-type: none"> <li>• Panorama integrates and configures any agreed-upon <u>new data</u> sources through SFTP or direct integration</li> </ul>	6–8-week integration timeline after access is
		granted to new data source
MTSS Data System Account Creation & Communication	<ul style="list-style-type: none"> <li>• Panorama creates user accounts with customized permissions for different levels of data access</li> <li>• Panorama works with DCPS to create custom communication for educators regarding access to the MTSS Data System</li> </ul>	Ongoing
Training & Ongoing User Support	<ul style="list-style-type: none"> <li>• Panorama works with DCPS team to determine training needs for different user profiles</li> <li>• Panorama provides virtual training and custom resource creation for district and school-level users</li> <li>• Panorama’s Support Team provides direct technical support to end users</li> <li>• Panorama and DCPS will work on developing and maintaining a Comprehensive Data Guide</li> </ul>	October 2022 and ongoing
Mid-year Step-back • Pa	<p>orama will meet with each program team to review key milestones from the Fall, analyze engagement data against district goals, and reflect more broadly on our partnership and progress toward success metrics.</p> <ul style="list-style-type: none"> <li>• Panorama and DCPS will set goals and success metrics for Spring 2023</li> </ul>	December 2022

### 3) **PERIOD OF PERFORMANCE:**

The period of performance shall be from October 1, 2022, to September 30, 2023, for the base year.

#### 4.2 **OPTION TO EXTEND THE TERM OF THE CONTRACT**

4.2.1 The district may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the district will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the district to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

4.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

4.2.3 The price for the option period(s) shall be as specified in Section B of the contract.

4.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed *five (5) years*

### 4) **INSPECTION AND ACCEPTANCE:**



The inspection and acceptance requirements for the resultant contract will be governed by the Inspection of Services Clause in Section 6 and of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010, Attachment 37.1 as applicable.

**5) CONTRACTING OFFICER (CO):**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The address and telephone number of the Contracting Officer for this task order is:

*LaVeta Hilton  
Contracting Officer  
District of Columbia Public Schools  
1200 First Street, NE, 9<sup>th</sup> floor  
Washington, DC 20002  
Phone: 202-442-5136  
Email: laVeta.hilton@k12.dc.gov*

**6) AUTHORIZED CHANGES BY THE CONTRACTING OFFICER:**

- 6.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 6.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- 6.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**7) CONTRACT ADMINISTRATOR (CA):**

- 7.1 The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
  - 7.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract.
  - 7.1.2 Coordinating site entry for Contractor personnel, if applicable
  - 7.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure
  - 7.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the district's payment provisions; and
  - 7.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

- 7.1.6 The address and telephone number of the CA is:

Jennifer Rosenbaum  
Deputy Chief, Acceleration  
Office of the Deputy Chancellor,  
Social Emotional and Academic Development  
District of Columbia Public Schools  
1200 First Street NE, 12<sup>th</sup> Floor  
Washington, DC 20002  
C: 202.297.2081  
Jennifer.rosenbaum@k12.dc.gov

7.2 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments, or modifications
2. Grant deviations from or waive any of the terms and conditions of the contract
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

**8.2.2** The Contractor shall be fully responsible for any changes not authorized in advance, in writing by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the district, to take all corrective action necessitated by reason of the unauthorized changes.

**8) INVOICE SUBMITTAL:**

**8.1** The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>.

**8.2** The Contractor shall submit proper invoices monthly or as otherwise specified below.

**8.3** To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number, which is listed on the Contractor's profile, and contain below information:

- a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.)
- b) Task Order and appropriate Purchase Order number(s). Assignment of an invoice number by the Contractor is also recommended
- c) Other supporting documentation or information, as required by the Contracting Officer
- d) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent
- e) Name, title, phone number of persons preparing the invoice; and

f) Authorized Signature.

#### **8.4 ASSIGNMENT OF CONTRACT PAYMENTS:**

**8.4.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

**8.4.2** Any assignment shall cover all unpaid amounts payable under this contract and shall not be made to more than one party.

**8.4.3** Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated \_\_\_\_\_, make payment of this invoice to (name and address of assignee).”

### **9) THE QUICK PAYMENT CLAUSE**

#### **9.1 Interest Penalties to Contractors**

The district will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1.5% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- 1) The 3rd day after the required payment date for meat or a meat product
- 2) The 5th day after the required payment date for an agricultural commodity; or
- 3) The 15th day after the required payment date for any other item.

**9.1.1** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

#### **9.2 Payments to Subcontractors**

**9.2.1** The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

- 1) Pay the subcontractor for the proportionate share of the total payment received from the district that is attributable to the subcontractor for work performed under the contract; or
- 2) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**9.2.2** The Contractor shall pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- 1) The 3<sup>rd</sup> day after the required payment date for meat or a meat product
- 2) The 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- 3) The 15<sup>th</sup> day after the required payment date for any other item.

9.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

9.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

### 9.3 **Subcontract requirements**

9.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

### 10) **DISCLOSURE OF INFORMATION:**

No information regarding the Contractor's performance of the contract shall be disclosed to anyone other than District Government officials unless written approval is obtained in advance from the Contracting Officer.

### 11) **CONTRACT REQUIREMENTS:**

#### 11.1 **AUDITS, RECORDS, AND RECORD RETENTION**

11.1.1 At any time or times before final payment and three (3) years thereafter and not more often than once per year, the Contracting Officer shall have the right to examine any non-proprietary, non-confidential directly pertinent books, documents, papers and records of the Contractor involving transactions related to this contract in accordance with the Standard Contract Provisions for use with the District of Columbia Supply and Service Contracts. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. If all payments have been made to the Contractor by the District Government and an overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.

11.1.2 The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices, which sufficiently and properly reflect all revenues of funds, provided by the district under the contract.

11.1.3 The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of three (3) year after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) year, the records shall be retained until resolution of the audit findings or any

litigation which may be based on the terms of the contract.

11.1.4 The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.

11.1.5 The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**12) PUBLICITY:**

The Contractor shall at all times inform the COTR/CA and anyone he or she designates before it, any of its officers, agents, employees, or subcontractor either during or after expiration or termination of the Contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this Contract. The Contractor shall follow the same process when releasing any information bearing on the work performed or data collected under this Contract in meetings its own obligations as a LEA.

**13) CONFLICT OF INTEREST:**

13.1 No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85 and Chapter 18 of the DC Personnel Regulations).

13.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

**14) WAGE RATES:**

The Contractor shall be bound by Wage Determination N0.: 2015-4281, Revision No.: 24, Date of Revision: 06/27/2022 in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section .2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

**15) DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL**

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

**16) SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED**

The Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S. Code 794 (1983) Et seq.

**17) 51% DISTRICT RESIDENTS' NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

17.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

17.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

17.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

17.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

17.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

17.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

17.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.

17.8 Any contractor who violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.

17.9 The Contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes**.

17.10 The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

**18) FREEDOM OF INFORMATION ACT**

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private Contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who shall provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by The Contractor pursuant to the contract, the COTR shall forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility shall determine the releasing of the records. The

16District shall reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

**19) WAY TO WORK AMENDMENT ACT OF 2006**

**19.1** Except as described below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. 35 Law 16-118, D.C. Official Code § 2220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

**19.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**19.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

**19.4** The Department of Employment Services may adjust the living wage annually and the OCP shall publish the current living wage rate on its website at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**19.5** The Contractor shall provide a copy of the Fact Sheet attached as F to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as Fin a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

**19.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

**19.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code § 32-1301 *et seq.*

**19.8** The requirements of the Living Wage Act of 2006 do not apply to:

(1) Contracts or other agreements that are subject to higher wage level determinations

- required by federal law; (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage; (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility; (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor; (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006; (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District; (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3)); (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

19.9 The Mayor may exempt a Contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

**20) CRIMINAL BACKGROUND AND TRAFFIC RECORDS CHECKS FOR CONTRACTORS THAT PROVIDE DIRECT SERVICES TO CHILDREN OR YOUTH AS APPLICABLE**

- 20.1 A Contractor that provides services as a covered child or youth services provider, as defined in section 202(3) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.), as amended (in this section, the “Act”), shall obtain criminal history records to investigate persons applying for employment, in either a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised volunteers. The Contractor shall request criminal background checks for the positions requiring criminal background checks determined by the program office.
- 20.2 The Contractor shall also obtain traffic records to investigate persons applying for employment, as well as current employees and volunteers, when that person will be required to drive a motor vehicle to transport children in the course of performing his or her duties. The Contractor shall request traffic records for the positions requiring criminal background checks determined by the program office.
- 20.3 The Contractor shall inform all applicants requiring a criminal background check that a criminal background check must be conducted on the applicant before the applicant may



be offered a compensated position or an unsupervised volunteer position.

**20.4** The Contractor shall inform all applicants requiring a traffic record check that a traffic records check must be conducted on the applicant before the applicant may be offered a compensated position or a volunteer position.

**20.5** The Contractor shall obtain from each applicant, employee, and unsupervised volunteer:

- (A) a written authorization which authorizes the District to conduct a criminal background check
- (B) a written confirmation stating that the Contractor has informed him or her that the District is authorized to conduct a criminal background check
- (C) a signed affirmation stating whether or not they have been convicted of a crime, pleaded nolo contendere, are on probation before judgment or placement of a case upon a stet docket, or have been found not guilty by reason of insanity, for any sexual offenses or intra-family offenses in the District or their equivalent in any other state or territory, or for any of the following felony offenses or their equivalent in any other state or territory:
  - (i) Murder, attempted murder, manslaughter, or arson
  - (ii) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm
  - (iii) Burglary
  - (iv) Robbery
  - (v) Kidnapping
  - (vi) Illegal use or possession of a firearm
  - (vii) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults
  - (viii) Child abuse or cruelty to children; or
  - (ix) Unlawful distribution of or possession with intent to distribute a controlled substance
- (D) a written acknowledgement stating that the Contractor has notified them that they are entitled to receive a copy of the criminal background check and to challenge the accuracy and completeness of the report; and
- (E) a written acknowledgement stating that the Contractor has notified them that they may be denied employment or a volunteer position or may be terminated as an employee or volunteer based on the results of the criminal background check.

**20.6** The Contractor shall inform each applicant, employee, and unsupervised volunteer that a false statement may subject them to criminal penalties.

**20.7** Prior to requesting a criminal background check, the Contractor shall provide each applicant, employee, or unsupervised volunteer with a form or forms to be utilized for the following purposes:

- (A) To authorize the Metropolitan Police Department (MPD), or designee, to conduct the criminal background check and confirm that the applicant, employee, or unsupervised volunteer has been informed that the Contractor is authorized and required to conduct a criminal background check
- (B) To affirm whether or not the applicant, employee, or unsupervised volunteer has been convicted of a crime, has pleaded nolo contendere, is on probation before judgment or

- placement of a case upon a stet docket, or has been found not guilty by reason of insanity for any sexual offenses or intra-family offenses in the District or their equivalent in any other state or territory of the United States, or for any of the felony offenses described in paragraph 14.11.5(C).
- (C) To acknowledge that the applicant, employee, or unsupervised volunteer has been notified of his or her right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report
  - (D) To acknowledge that the applicant may be denied employment, assignment to, or an unsupervised volunteer position for which a criminal background check is required based on the outcome of the criminal background check; and
  - (E) To inform the applicant or employee that a false statement on the form or forms may subject them to criminal penalties pursuant to D.C. Official Code §22-2405
- 20.8** The Contractor shall direct the applicant or employee to complete the form or forms and notify the applicant or employee when and where to report to be fingerprinted.
- 20.9** Unless otherwise provided herein, the Contractor shall request criminal background checks from the Chief, MPD (or designee), who shall be responsible for conducting criminal background checks, including fingerprinting.
- 20.10** The Contractor shall request traffic record checks from the Director, Department of Motor Vehicles (DMV) (or designee), who shall be responsible for conducting traffic record checks.
- 20.11** The Contractor shall provide copies of all criminal background and traffic check reports to the COTR within one business day of receipt.
- 20.12** The Contractor shall pay for the costs for the criminal background and traffic record checks, pursuant to the requirements set forth by the MPD and DMV. The District shall not make any separate payment for the cost of criminal background and traffic record checks.
- 20.13** The Contractor may make an offer of appointment to, or assign a current employee or applicant to, a compensated position contingent upon receipt from the CO of the COTR's decision after his or her assessment of the criminal background or traffic record check.
- 20.14** The Contractor may not make an offer of appointment to an unsupervised volunteer whose position brings him or her into direct contact with children until it receives from the contracting officer the COTR's decision after his or her assessment of the criminal background or traffic record check.
- 20.15** The Contractor shall not employ or permit to serve as an unsupervised volunteer an applicant or employee who has been convicted of, has pleaded nolo contendere to, is on probation before judgment or placement of a case on the stet docket because of, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.
- 20.16** Unless otherwise specified herein, the Contractor shall conduct periodic criminal background checks upon the issuance of each option period of this task order/contract for current employees and unsupervised volunteers.
- 20.17** An employee or unsupervised volunteer may be subject to administrative action including, but not limited to, reassignment or termination at the discretion of the COTR after his or her assessment of a criminal background or traffic record check.
- 20.18** The COTR shall be solely responsible for assessing the information obtained from each criminal background and traffic records check report to determine whether a final offer may be made to each applicant or employee. The COTR shall inform the CO of its decision, and the CO shall inform the Contractor whether an offer may be made to each applicant.
- 20.19** If any application is denied because the COTR determines that the applicant presents a present danger to children or youth, the Contractor shall notify the applicant of such determination and inform the applicant in writing that she or he may appeal the denial to the Commission on Human Rights within thirty (30) days of the determination.

**20.20** Criminal background and traffic record check reports obtained under this section shall be confidential and are for the exclusive use of making employment-related determinations. The Contractor shall not release or otherwise disclose the reports to any person, except as directed by the CO.

## **21) CONTRACT CLAUSES**

### **21.1 DISCLOSURE OF INFORMATION**

No information regarding the Contractor's performance of the contract shall be disclosed to anyone other than District Government officials unless prior approval is obtained in advance from the COTR.

### **21.2 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts dated July 2010, attached hereto as **J.1** shall be applicable to the contract.

## **22) CONFIDENTIALITY OF INFORMATION**

All information obtained by the Contractor relating to any employee or students of the District of Columbia Public Schools shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

## **23) OTHER CONTRACTORS**

The Contractor shall not commit or permit any act that shall interfere with the performance of work by another District Contractor or by any District employee except in the performance of duties outlined in this Contract.

## **24) SUBCONTRACTS – NOT APPLICABLE**

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the district shall have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

## **25) INSURANCE:**

- A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized

representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

General liability, commercial auto, workers' compensation, and property insurance policies (if applicable to this agreement) shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be affected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

## B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for

all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

OCP should collect, review for accuracy, and maintain all warranties for goods and services.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
5. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence

satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate of affirmative abuse and molestation liability coverage. Coverage should include physical abuse, such as sexual or other bodily harm and non-physical abuse, such as verbal, emotional or mental abuse; any actual, threatened or alleged act; errors, omission or misconduct. This insurance requirement will be considered met if the general liability insurance includes an affirmative sexual abuse and molestation endorsement for the required amounts. So called "silent" coverage or "shared" limits under a commercial general liability or professional liability policy will not be acceptable. Limits may not be shared with other lines of coverage. The applicable policy may need to be submitted to the Office of Risk Management (ORM) for compliance review.

6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

#### C. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- D. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- E. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the Contractor's liability under this contract.

- F. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding, and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- G. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

- H. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event

of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

- I. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:**

*LaVeta Hilton  
Contracting Officer  
District of Columbia Public Schools  
1200 First Street, NE, 9<sup>th</sup> floor  
Washington, DC 20002  
Phone: 202-442-5136  
Email: laVeta.hilton@k12.dc.gov*

The CO may request, and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- J. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants, or subcontractors in the performance of this contract.
- K. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

**26) EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, and the forms completed for the Equal Employment Opportunity Information Report. An award cannot be made to any Offeror who has not satisfied the equal employment requirements.

**27) FIRST SOURCE EMPLOYMENT AGREEMENT (Not Applicable)**

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement executed between the District of Columbia and the Contractor throughout the entire duration of the contract.

## 28) **CONTRACTS IN EXCESS OF ONE MILLION DOLLARS / PRE-AWARD APPROVAL**

The award and enforceability of this contract is contingent upon approval of the Council of the District of Columbia.

In accordance with D.C. Official Code §2-301.05a, the Mayor must submit to the Council for approval any contract action over one million dollars within a 12-month period.

## 29) **ANTI-DEFICIENCY ACT**

DCPS's duty to fulfill financial obligations of any kind pursuant to any and all provisions of this agreement, or any subsequent agreement entered into pursuant to this agreement, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001); (iii) D.C. Official Code § 47-105 (2001), and D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned. Pursuant to the Anti-Deficiency Acts, nothing in this agreement shall create an obligation on DCPS in anticipation of an appropriation by Congress for such purpose, and DCPS's legal liability for any obligations under this agreement shall not arise or obtain in advance of the lawful availability of appropriated funds for the applicable fiscal year as approved by Congress.

## 30) **LIST OF ATTACHMENTS**

The following list of attachments is incorporated into the solicitation by reference.

<b>Attachment Number</b>	<b>Document</b>
<b>J1</b>	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Opportunities, and select Required Solicitation Attachments"
<b>J2</b>	U.S. Department of Labor Wage Determination.: 2015- 4281, Revision No.: 24, Date of Revision: 06/27/2022
<b>J3</b>	Equal Employment Opportunity Employer Information Report and Mayor's Order 85-85 available at available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
<b>J4</b>	Way to Work Amendment Act of 2006 - Living Wage Notice available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
<b>J5</b>	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"
<b>J6</b>	Tax Certification Affidavit available at <a href="http://ocp.dc.gov">http://ocp.dc.gov</a> , under Quick Links click on "Required Solicitation Documents"



<b>J7</b>	Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021
<b>J8</b>	Contractor's quote dated May 27, 2022

**NOTE:** Use the link <https://ocp.dc.gov> to obtain and complete all listed attachments following the instructions thoroughly.

### **31) TOTAL AGREEMENT OF THE PARTIES**

**This contract/task order, including incorporated documents, constitutes the entire agreement between the parties. All previous discussions, writings and agreements shall not provide a basis for modifying or changing this written contract.**

**END OF DOCUMENT**

TITLE	Panorama/DCPS 22 - 23 Contract
FILE NAME	GAGA-2022-T-0397_Contract.pdf
DOCUMENT ID	28c7897e65c89a2983c43ee6094aed87bff48ce2
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

## Document History



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