

GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29				1. REQUISITION NUMBER	PAGE 1 of 10	
2. TASK ORDER AGREEMENT NO. GAGA-2023-T-0185	3. Award/Effective Date See Block 16c.	4. CONTRACT NUMBER CW44171	5. SOLICITATION NUMBER GAGA-2024-Q-0185	6. SOLICITATION ISSUE DATE 04/5/2024		
7. FOR SOLICITATION INFORMATION CONTACT Email prashish.shrestha@k12.dc.gov	A. NAME Shrestha Prashish		B. TELEPHONE (No Collect Calls) (202) 442-5135	8. OFFER DUE DATE: 4/11/2024		
9. ISSUED BY District of Columbia Public Schools Office of Fiscal Strategy Contracts and Acquisitions Division 1200 First Street, NE Washington, DC 20002 (202) 442-5112 - FAX (202) 442-65		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 checked="" type="checkbox"/> DCSS SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> N/A <input type="checkbox"/> 13. RESERVED	12. PAYMENT DISCOUNT TERMS Net 30 days		
5. CONTRACTOR / OFFEROR Enlightened, Inc. 1205 Marion Barry Ave SE, suite 300 Washington DC 20020 202-728-7190		16. PAYMENT WILL BE MADE BY CODE District of Columbia Public Schools Office of Accounts Payable 1200 First Street NE, 11th Floor. Washington, DC 20002				
15A DUNS NO. 15B TAX ID NO. 52-1352200		18. ADMINISTERED BY District of Columbia Public Schools Contracts and Acquisitions Division 1200 First Street, NE, Floor 9 Washington, DC 20002				
17. DELIVER TO District of Columbia Public Schools Office of Data & Technology 1200 First Street NE, 9th Floor. Washington, DC 20002			18B. SUBMIT INVOICES TO THE ADDRESS SHOWN IN BLOCK 16 UNLESS THE BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
18A. CHECK IF THE REMITTANCE IS DIFFERENT AND PUT SUCH AN ADDRESS IN THE OFFER <input type="checkbox"/>			18. ADMINISTERED BY			
19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES		21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	See the Pricing Table for CLINs in Attachment B.					
25. ACCOUNTING AND APPROPRIATION DATA PURCHASE ORDER NO.			26. TOTAL AWARD (FOR GOVT. USE ONLY) \$338,000.00			
27. THE CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. THE 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 DC SUPPLY SCHEDULE CONTRACT, FEDERAL SUPPLY SCHEDULE CONTRACT OR COOPERATIVE AGREEMENT IDENTIFIED IN BLOCK 4.			28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: (1) CONTRACTOR'S Technical proposal THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE CONTRACT, FEDERAL SUPPLY SCHEDULE CONTRACT OR COOPERATIVE AGREEMENT IDENTIFIED IN BLOCK 4.			
29A. SIGNATURE OF OFFEROR /CONTRACTOR <i>Antwanye Ford</i>			30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) <i>Laveta Hilton</i>			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Antwanye Ford, President & CEO		29C. DATE SIGNED 05/14/2024	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Contracting Officer		30C DATE SIGNED 5/29/2024	

1. SERVICES REQUIRED

The District of Columbia Public Schools (DCPS), Office of Fiscal Strategy, Contracts and Acquisitions Division, on behalf of the Office of Data and Technology (ODT), seeks to obtain a qualified Contractor to perform a comprehensive, in-person inventory of the district’s approximately 80,000 to 100,000 physical technology assets across 117 school campuses. The inventorying process involves locating and scanning all technology assets determined by DCPS IT to be within the scope and reconciling the assets in the district’s Asset Management platform, TIPWeb-IT. The Contractor will ensure that assets are reflected accurately in the system, including but not limited to asset location, condition, status, funding source, and more.

2. CONTRACT NUMBER

CW44171

3. TASK ORDER NUMBER

GAGA-2023-T-0185

4. TERM OF CONTRACT

The period of performance shall be from the date of the Award to September 30, 2024

4.1 OPTION TO EXTEND THE TERM OF THE CONTRACT Reserved

5. CONTRACTING OFFICER (CO)

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

LaVeta Hilton
Deputy Chief Procurement Officer
District of Columbia Public Schools
Office of Fiscal Strategy
Contracts and Acquisitions Division
1200 First Street, NE, 9th floor.
Washington, DC 20002
Phone: (202) 442-5136
Email: LaVeta.hilton@k12.dc.gov

5.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

5.2 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.

5.3 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 with no adjustment.

6. CONTRACT ADMINISTRATOR (CA)

The CA is responsible for the technical administration of the contract and advises the Contracting Officer on the Contractor’s compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract, ensuring that the work conforms to the

requirements of this contract, and ensuring that such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

Shrestha, Prashish
Deputy Chief Data and Technology
District of Columbia Public Schools
1200 First Street NE,
Washington, DC, 20002
prashish.shrestha@k12.dc.gov

6.1 It is understood and agreed that the CA should not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

6.2 Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, 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.

7. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances, or adjustments provided for in this contract.

7.1 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

8 INVOICE SUBMITTAL

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract.

8.1 The Contractor shall submit payment requests in electronic format through the DC Vendor Portal www.vendorportal.dc.gov by selecting the applicable purchase order number, which is listed on the Contractor's profile.

8.2 To constitute a proper invoice, the Contractor shall attach to all payment requests the invoice and all supporting documentation or information.

9. INSURANCE

A. GENERAL REQUIREMENTS. 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 submit a Certificate of Insurance to the Contracting Officer (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 insurer(s) representative have been provided to and accepted by the CO.

The Government of the District of Columbia shall be included in all policies, where applicable and allowable by law, 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 effected 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 and under all subcontracts, covering claims for bodily injury, including without limitation sickness, disease or death and mental anguish of any persons, broad form property damage, 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 for each occurrence, a \$2,000,000 general aggregate.

The Commercial General Liability shall be further endorsed to:

- a) To the fullest extent permitted by law, provide additional insured coverage using ISO form CG 2015 0413 (or its equivalent) to The Government of the District of Columbia
 - b) Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds.
 - c) A waiver of subrogation in favor of The Government of the District of Columbia
 - d) Any Annual Aggregate shall apply on a per location or per project basis (where applicable)
 - e) Defense costs shall be in addition to and not erode the limits of liability.
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 in connection with work under this agreement, with a minimum combined single limit of \$1,000,000 for bodily injury or death and property damage, including loss of use thereof. Such policy or policies of automobile liability insurance shall be written on an "occurrence" (as opposed to a "claims made") basis.

Auto Physical Damage Coverage - The Contractor shall provide auto physical damage insurance to cover "loss" to a covered "auto" or its equipment:

- a) Comprehensive - Fire, lightning, or explosion; theft; windstorm, hail, or earthquake; flood; mischief or vandalism; or the sinking, burning, collision, or derailment of any conveyance transporting the covered "auto."
- b) Collision Coverage - Caused by: The covered "auto's" collision with another object or the covered "auto's" overturn.

The Commercial Auto Liability policy shall be further endorsed to:

- a. To the fullest extent permitted by law, provide additional insured coverage to The Government of the District of Columbia
- b. Coverage available to the additional insureds shall apply on a primary and non-contributing basis with respect to any other insurance, deductibles, or self-insurance available to the additional insureds.
- c. A waiver of subrogation in favor of The Government of the District of Columbia
- d. Defense costs shall be in addition to and not erode the limits of liability.
- e. If applicable, include Form CA 99 48 03 06 Pollution Liability - Broadened Coverage for Covered Autos - Business Auto, Motor Carrier, and Truckers (or its equivalent)

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.

The Workers Compensation and Employers Liability shall be further endorsed to:

- a) Include a Waiver of Subrogation in favor of The Government of the District of Columbia.
- b) Where applicable, include the United States Longshore and Harbor Workers Compensation Act (USL&H)
- c) Where applicable, include Jones Act Coverage for seamen or crew members on an "if any" basis.

4. Technology Liability, Media Liability, and Network Security/Privacy (Cyber) Liability Insurance covering acts, errors, omissions, breach of contract, and violation of any consumer protection laws arising out of the Contractor's operations or services with a limit of \$2,000,000 per claim and in the aggregate. Such coverage shall include, but not be limited to, third-party and first-party coverage for loss or disclosure of any data, including personally identifiable information and payment card information, network security failure, violation of any consumer protection laws, unauthorized access and/or use or other intrusions, infringement of any intellectual property rights (except patent), unintentional breach of contract, negligence or breach of duty to use reasonable care, breach of any duty of confidentiality, invasion of privacy, or violations of any other legal protections for personal information, defamation, libel, slander, commercial disparagement, the negligent transmission of a computer virus, or use of computer networks in connection with denial of service attacks. Such coverage shall include regulatory defense and fines/penalties in any jurisdiction anywhere in the world. Such coverage shall include contractual privacy coverage for data breach response and crisis management costs that would be incurred by the Contractor on behalf of The Government of the District of Columbia in the event of a data breach, including legal and forensic expenses, notification costs, credit monitoring costs, and costs to operate a call center. The contractor shall maintain coverage in force during the term of this Agreement and for an extended reporting period of not less than two (2) years after.

5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000

per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

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 of \$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 coverage 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 Government of the District of Columbia, and the “other insurance” provision must be amended in accordance with this requirement and principles of vertical exhaustion.
7. Sexual/Physical Abuse & Molestation - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits and \$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 or through a separate stand-alone sexual abuse and molestation policy with confirmation there are no exclusions for abuse or assault & battery under the General Liability. 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 ORM for compliance review.

C. SUBCONTRACTOR INSURANCE REQUIREMENTS

Any and all subcontractors engaged by the Contractor for work under this agreement shall be required to have the same insurance required of the Contractor. Should the Contractor wish to propose different insurance requirements than outlined below, then, prior to the 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 subcontractor Insurance Requirement Template provided 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. In either instance, the Contractor must provide proof of the subcontractor's required insurance prior to the commencement of work by the subcontractor.

D. 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.

- E. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by The Government of 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.

- F. LIABILITY.** These are the minimum insurance requirements established by The Government of the District of Columbia. However, it is understood that The Government of the District of Columbia does not in any way represent that the insurance or the limits of insurance specified herein are sufficient or adequate to protect your interests or liabilities and will not in any way limit the contractor's liability

under this contract.

- G. CONTRACTOR'S PROPERTY.** Contractors 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 government.
- H. MEASURE OF PAYMENT.** The Government of the District of Columbia shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all insurance and bond costs in the contract price.
- I. 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 cancellation, non-renewal, or material changes to the extent such cancellation or material changes results in the Contractor no longer complying with the above requirements. 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. The Government of the District of Columbia may reasonably change the above insurance coverage requirements during the Term by giving the Contractor at least 30 days' notice of the change. The contractor must comply, at your expense, and deliver to the CO evidence of compliance before the change becomes effective.
- J. CERTIFICATES OF INSURANCE.** The Contractor must send to CO, at least 10 days after execution of this Agreement, certificates of insurance evidencing the required insurance coverage and endorsements required herein. Contractors must also provide us with evidence of renewal before the expiration date of each insurance policy. The contractor is responsible for providing us with 30 days' advance written notice if the insurer's certificate of insurance has been canceled, reduced in coverage, or otherwise altered. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

LaVeta Hilton
Deputy Chief Procurement Officer
District of Columbia Public Schools
Office of Fiscal Strategy
Contracts and Acquisitions Division
1200 First Street, NE, 9th 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).

- K. DISCLOSURE OF INFORMATION.** The Contractor agrees that The Government of the District of Columbia may disclose the name and contact information of its insurers to any third party that presents a claim against The Government of the District of Columbia 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.

L. 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 better (or the equivalent by any other rating agency) and licensed in the District of Columbia.

M. WARRANTIES. When applicable, the Contractor should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad). CO should collect, review for accuracy, and maintain all warranties for goods and services.

10. ORDER OF PRECEDENCE. The contract awarded as a result of this GSA will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority, which contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

1. An applicable Court Order, if any
2. Contract document
3. Standard Contract Provisions
4. Contract attachments other than the Standard Contract Provisions
5. RFTOP, as amended.
6. Proposal

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11. ATTACHMENTS

11.1 Attachment A – Statement of Work

11.2 Attachment B - Price Schedule

ATTACHMENT A

A.1 SCOPE of Work

The District of Columbia Public Schools (DCPS), Office of Fiscal Strategy, Contracts and Acquisitions Division, on behalf of the Office of Data and Technology (ODT), seeks to obtain a qualified Contractor to perform a comprehensive, in-person inventory of the district's approximately 80,000 to 100,000 physical technology assets across 117 school campuses. The inventorying process involves locating and scanning all technology assets determined by DCPS IT to be within the scope and reconciling the assets in the district's Asset Management platform, TIPWeb-IT. The Contractor will ensure that assets are reflected accurately in the system, including but not limited to asset location, condition, status, funding source, and more.

A.2 APPLICABLE DOCUMENTS: N/A

A.3 DEFINITIONS:

These terms have the following meanings:

A.3.1 Audit: Process to compare newly scanned inventories with existing inventories.

A.3.2 Audit report: A comparison report of new inventories and existing inventories.

A.3.3 TIPWeb-IT: DCPS IT inventory management system

A.3.4 IT Asset: Technology equipment's managed by DCPS IT

A.3.5 Site: DC public School locations

A.3.6 Asset management system: An application from Frontline TIPWeb-IT that DCPS uses to manage its IT assets.

A.4 BACKGROUND

The District of Columbia Public Schools (DCPS) serves approximately 51,000 students through 117 schools. We believe that technology enables student progress, educator effectiveness, and parent engagement. With equitable access to reliable technology as a foundation, the district will enhance student learning experiences and accelerate progress toward our vision of creating empowered and engaged communities of learners.

A.5 REQUIREMENTS

The Contractor shall meet the following project requirements:

A.5.1 The Contractor must visit each of the 117 DCPS schools across the district and conduct a physical inventory of technology assets within each school building. This task is performed through the following required actions:

Step 1: Utilizing the Audit function within DCPS's Asset Management system, TIPWeb-IT, the Contractor must locate and scan the barcode on every in-scope technology asset within the building (Approximately 100,000 to 100,000 assets districtwide).

Step 2: If any scanned asset is not found in the system, the Contractor must capture all pertinent related data and add it to the specific school's inventory in TIPWeb-IT.

Step 3: The contractor will provide detailed inventory audit reports to DCPS IT for each school as they complete the campus-wide inventory.

A.5.2 The Contractor must primarily use DCPS's asset management system's Audit function to conduct the comprehensive districtwide inventory and utilize handheld computers equipped with laser barcode scanners furnished by the Contractor in the process.

A.5.3 The Contractor must apply a new DCPS asset barcode (also known as an 'Asset Tag') provided by DCPS to any device that is missing a DCPS asset tag. The contractor must then upload the new asset tag number, manufacturer identifier (e.g., serial number), location, status, condition, and funding source to TIPWeb-IT. Devices that are not found in TIPWeb-IT must be properly asset tagged by the Contractor (if it does not already have an asset tag affixed), and all required information must be uploaded in TIPWeb-IT.

A.5.4 For assets that do not already exist in the system, the Contractor is required to collect and upload, at a minimum, the following data in TIPWeb-IT to ensure all newly located devices are accurately reflected in the district's IT asset management system:

- Site ID
- Site Name
- Asset Tag Number
- Asset Type
- Product Type
- Product Name
- Model
- Serial Number
- Location
- Location ID
- Name of person conducting inventory

A.5.5 The contractor shall utilize TIPWeb-IT as well as any contractor systems of choice to successfully produce the following required reports and data to DCPS IT:

- On completion of the Physical inventory, the contractor must provide DCPS-IT with a preliminary report for each campus containing:
 - Full Inventory
 - Verified Assets
 - Missing Assets

- The contractor must allow DCPS IT two weeks from the date of the preliminary report submission to respond to the findings.
- The contractor must reconcile the report when submitting the final audit report of each site.

A.5.6 The following IT assets shall be within the scope of the audit. The contractor shall provide a comprehensive physical inventory of all DCPS's assets, regardless of make, model, and age, within the following asset type:

- Windows and Mac Desktop
- All-In-One Desktops
- Laptops (Windows and Mac)
- Tablets / iPads
- Interactive Boards/display boards
- Projectors
- Document Camera

A.5.7 The Contractor must have experience performing audits using Frontline TIPWeb-IT.

A.5.8 Project sites

- The contractor shall visit all 117 DC Public Schools school sites and conduct necessary tasks to complete the audit process.
- The Contractor shall work with a point of contact at each school to schedule a visit. DCPS IT will provide a list of all school-based points of contact and will serve as an escalation point when needed.
- A list of DCPS Sites, addresses, and Principal information can be found at <http://profiles.dcps.dc.gov/>.
- Contractors must be flexible in accommodating school schedule requests and be available to provide service anytime between 7 AM and 9 PM EST due to the nature of the school operations.
- The Contractor's staff members must always carry valid government-issued identification and pass necessary criminal background, drug, and sexual registry checks to enter any school site.

A.6 DELIVERABLES

A.6.1 The Contractor must deliver all items listed under "Attachment B" (Price Schedule) to the Contract Administrator identified in Section 6 of this solicitation.

A.6.2 Upon award of the contract, the contractor shall be available for a kick-off meeting with DCPS IT within two business days.

A.6.3 The Contractor must prepare a detailed project plan within one week of the contract award and complete the project within five weeks of its start date.

A.6.4 The contractor must conduct the project between the third week of May and the end of June.

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ATTACHMENT B - Price Schedule

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES, AND PRICE/COST

B.1 The District of Columbia Public Schools (DCPS), Office of Fiscal Strategy, Contracts and Acquisitions Division, on behalf of the Office of Data and Technology (ODT), seeks to obtain a qualified Contractor to perform a comprehensive, in-person inventory of the district’s approximately 80,000 to 100,000 physical technology assets across 117 school campuses. The inventorying process involves locating and scanning all technology assets determined by DCPS IT to be within the scope and reconciling the assets in the district’s Asset Management platform, TIPWeb-IT. The Contractor will ensure that assets are reflected accurately in the system, including but not limited to asset location, condition, status, funding source, and more.

B.2 The District contemplates a single-award of requirements firm-fixed-price contract in accordance with 27 DCMR Chapter 24

B.3 PRICE SCHEDULE

B.3.1 BASE PERIOD: (Date of Award – September 30, 2024)

CLIN	Item Description	Unit price	Quantity	Total Price
001	Physical Inventory of Technology Assets (approximately 100,000 assets in 117 schools)	\$338,000.00	1	\$338,000.00

B.6 NONPROFIT FAIR COMPENSATION ACT OF 2020, D.C. CODE § 2-222.04 et seq.

B.6.1 Nonprofit organizations, as defined in the Act, shall include in their rates the indirect costs incurred in providing goods or performing services under this contract pursuant to the nonprofit organization's unexpired Negotiated Indirect Cost Rate Agreement (NICRA). If a nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to instead include in its rates its indirect costs:

- 1) As calculated using a *de minimis* rate of 10% of all direct costs under this contract.
- 2) By negotiating a new percentage indirect cost rate with the awarding agency.
- 3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; however, a nonprofit organization may request to renegotiate indirect cost rates in accordance with 4.5.2 or
- 4) As calculated with a percentage rate and base amount, determined by a certified public accountant, as defined in the Act, using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant.

B.6.2 If this contract is funded by a federal agency, indirect costs shall be consistent with the requirements for pass-through entities in 2 C.F.R. § 200.331 or any successor regulations.

B.6.3 The Contractor shall pay its subcontractors, which are nonprofit organizations, the same indirect cost rates as the nonprofit organization subcontractors would have received as a prime contractor.