

ATTACHMENT J.17 – Criteria
Request for Qualifications GAGA-2020-RFA-0030
Dedicated Aide and Nursing Services for Students with Special Needs

Criteria

Offerors must complete the [Contractor Qualification Record \(CQR\) – Form 1900 \(Attachment J.17\)](#) in response to this solicitation. The Evaluation Panel and the Contracting Officer will certify the financial and professional responsibility of each Provider based on the following criteria:

(a) The type of business or organization and its history;

The Provider shall provide an overview of its organization: type of business, mission, principal programs, organizational structure, key operations and departments, brief history, annual budget, number of staff (both full-time and part-time), ownership structure (where applicable), brief biographies of members of its senior management team, board of directors and business owners.

(b) The resumes and professional qualifications of the business or organization’s staff, including relevant professional or business licenses, affiliations, and specialties;

The Provider shall provide position descriptions, resumes, licenses and credentials for the entire team to demonstrate their qualifications and expertise to meet the requirements of the solicitation.

(c) Information attesting to financial capability, including financial statements;

The Provider shall provide a detailed and comprehensive description of the financial, infrastructure and personnel resources that the Provider already has or can be readily accessed by the Provider in order to provide the required services.

(d) Specialized experience and technical competence in the type of work required;

The Provider shall provide an acceptable methodology and approach to accomplish the requirements in Section C of the solicitation, which demonstrates the Providers’ understanding of the objectives, scope, and targeted population to be served.

(e) Capacity to accomplish the work in the required time;

The provider shall demonstrate that they have the capacity and/or qualifications to provide the required services, as mentioned in Section C of the solicitation;

(f) A summary of similar contracts awarded to the service provider, and the service provider’s performance of those contracts;

1. The Provider shall provide a list of three (3) similar previous contracts for which the Provider provided identical or similar work within the past five consecutive years. Include the Name of Company, Title and Description of the Project, Contract Number, Dollar Amount, and Period of Performance, Name of the Contact Person, and Title, and Telephone Number and email address. DCPS can serve as one reference.
2. Provider’s past performance within the past five consecutive years in achieving a high degree of customer satisfaction;
3. Provide the quantity and quality of the Provider’s performance on projects of comparable size, technical nature, and complexity.

(g) A certification of compliance with all applicable tax and filing requirements;

1. A Clean Hands certification showing compliance with all applicable tax and filing requirements.
2. A District of Columbia Business/Professional License

(h) A statement attesting to compliance with wage, hour, workplace safety and other standards of labor law;

1. U.S. Department of Labor Wage Determination No. 2015-4282, Revision No. 17 dated April 23, 2020.

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2. Way to Work Amendment Act of 2006 - Living Wage Notice available at <http://ocp.dc.gov> under Quick Links click on "Required Solicitation Documents"

3. Way to Work Amendment Act of 2006 - Living Wage Fact Sheet available at <http://ocp.dc.gov> under Quick Links click on "Required Solicitation Documents"

(i) A statement attesting to compliance with federal and District equal employment opportunity law;

Equal Employment Opportunity Employer Information Report and Mayor's Order 85-85 available at <http://ocp.dc.gov> under Quick Links click on "Required Solicitation Documents"

(j) Information about pending lawsuits or investigations, and judgments, indictments, or convictions against the service provider or its proprietors, partners, directors, officers, or managers; and

Completed Bidder/Offeror Certification Form
<https://ocp.dc.gov/publication/bidderofferor-certifications>

(k) Proof of the following minimum insurance coverage

\$1,000,000 per occurrence limits; \$2,000,000 aggregate;
Bodily Injury and Property Damage including, but not limited to premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors.

Automobile Liability Insurance

The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

Workers' Compensation Insurance

The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia.

Employer's Liability Insurance

500,000 per accident for injury;
\$500,000 per employee for disease;
\$500,000 for policy disease limit

Umbrella or Excess Liability Insurance

The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability and automobile liability) insurance as follows: \$2,000,000 per occurrence

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 occurrence for each wrongful act and \$1,000,000 annual aggregate.

Crime Insurance (3rd Party Indemnity)

The Contractor shall provide a 3rd Party Crime policy to cover the dishonest acts of Contractor's employees that result in a loss to the District. The policy shall provide a limit of \$50,000 per occurrence.

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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. *This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage for the required amounts.*

Employment Practices Liability

The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed to cover the defense of employment related claims that the District of Columbia would be named as a co-defendant in claims arising from: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts. Policy shall include the Client Company Endorsement for Temporary Help Firms and the Independent Contractors Endorsement. The policy shall provide limits of \$1,000,000 for each wrongful act and \$1,000,000 annual aggregate for each wrongful act.