

## OFFICE OF CONTRACTS AND ACQUISITIONS

### SOLICITATION SUBMISSION FORM

Title 27 of the District of Columbia Municipal Regulations, Chapter 13, Section 1300.6, and 1300.7 (as amended), requires that each solicitation with an estimated price of one hundred thousand dollars (\$100,000) or above shall appear at least once in a newspaper of general circulation....; and that solicitation notices shall be posted to an Internet site that provides for advertisement of solicitations.

- Please make sure to completely fill-in the following areas. Failure to do so will result in delays of processing.
- All contract award information is required to be in Microsoft Word format.
- DEPARTMENT/SCHOOL/PROGRAM NAME: Office of Contracts and Acquisitions
- POC Name: LaVeta Hilton Telephone #: 202-442-5112 Fax#: 202-299-2103.
- POC E-Mail Address: [Laveta.Hilton@dc.gov](mailto:Laveta.Hilton@dc.gov)

|                          | Item   | Description   |
|--------------------------|--|---|
| <input type="checkbox"/> | Solicitation Number  | GAGA-2019-I-0007  |
| <input type="checkbox"/> | Caption  | Occupational Therapy and Physical Therapy Services  |
| <input type="checkbox"/> | Work Site Location   | Various DCPS locations  |
| <input type="checkbox"/> | Market Type/NIGP Code                                      | Open Market w/Subcontracting Requirement  |
| <input type="checkbox"/> | Primary Contact Person                                     | LaVeta Hilton   |
| <input type="checkbox"/> | Primary Contact Phone                                      | 202-442-5112  |
| <input type="checkbox"/> | Primary Contact E-mail                                     | <a href="mailto:laveta.Hilton@dc.gov">laveta.Hilton@dc.gov</a>  |
| <input type="checkbox"/> | Primary Contact Fax (optional)                             | 202-299-2103  |
| <input type="checkbox"/> | Alternate Contact Person                                   | Candace Butler  |
| <input type="checkbox"/> | Alternate Contact Phone                                    | 202-442-5112  |
| <input type="checkbox"/> | Alternate Contact E-mail                                   | <a href="mailto:candace.butler@dc.gov">candace.butler@dc.gov</a>  |
| <input type="checkbox"/> | Alternate Contact Fax                                      | N/A   |
| <input type="checkbox"/> | Solicitation Advertising Date                              | Sunday, December 2, 2018 2019   |
| <input type="checkbox"/> | Solicitation Issuance Date                                 | Wednesday, December 5, 2018   |
| <input type="checkbox"/> | Solicitation Pick-Up Location                              | 1200 First Street, NE -9 <sup>th</sup> Fl., Wash., DC 20002   |
| <input type="checkbox"/> | Solicitation Fee - Board Number                            | N/A   |
| <input type="checkbox"/> | IFB Opening Date/Time                                      | <b>UPDATE: Wednesday, January 16, 2019 (3pm EST)</b>  |
| <input type="checkbox"/> | RFP/Proposal Closing Date/Time                             | N/A   |
| <input type="checkbox"/> | Pre-Proposal/Bid Conference Date                           | N/A   |
| <input type="checkbox"/> | Pre-Proposal/Bid Conference Time                           | N/A   |
| <input type="checkbox"/> | Pre-Proposal/Bid Conference Location                       | N/A   |
| <input type="checkbox"/> | Synopsis: This is a summary of the solicitation's contents | The District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions (OCA), on behalf of the Division of Specialized Instruction (DSI) is soliciting bids from offerors to provide experienced licensed Contractor(s) with the capacity to provide Occupational Therapy and Physical Therapy services to students attending various locations within the District of Columbia Public Schools. |