

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-09-12

TO: All Staff

FROM: Tara Sigamoni, Administrator
Contracting and Procurement Administration

DATE: July 7, 2009

RE: Submission of Contract Action Packages

The Child and Family Services Agency (CFSA) follows three basic principles of public purchasing: fair and equal competition, maximization of competition, and best value at the lowest price. These principles apply to all purchases for any goods and services involving expenditure of CFSA funds. *Neither goods nor services shall ever be purchased by CFSA without a valid contract.* All CFSA contracts are governed by District and federal procurement and contract laws and regulations, and Chapter 27 of the DC Municipal Regulations (Contracts and Procurement).

District law requires a vendor to have a valid written contract or purchase order, simultaneously prohibiting CFSA from paying a provider or vendor without a valid written contract or purchase order. If a valid written contract or purchase order expires without CFSA renewing or extending the contract term, District law prohibits CFSA from paying the provider or vendor for services or products delivered after the expiration date of the contract. Moreover, District law prohibits any District employee from entering into an oral agreement with a provider or vendor. Any District employee who does so is subject to disciplinary action.

It is the policy of the CFSA Contracting and Procurement Administration (CPA) to follow effective and efficient purchasing practices. The purpose of this administrative issuance is to provide guidelines and procedures for authorized CFSA program staff to submit completed Contract Action Packages to CPA.

If you have any questions regarding this administrative issuance, please contact the CPA administrator.

General Considerations

The generative instrument behind all contract action requests (see Attachment A) is the Contract Action Package. *It must be completed for every request for a procurement.* Employees seeking to procure goods and/or services shall submit an application that specifically defines the goods and/or services requested.

The completed application package must be authorized (signed) either by an Administrator, Deputy Director, or the Director of the Agency. Applications may be scanned and emailed to cfsa.cpa@dc.gov or faxed to 202-727-5883.

Purchasing Cycle

In order to maintain consistent contractual practice procedures, the following steps are set forth to guide Contract Action Package submissions for procuring goods/services for clients served by the District's child welfare system:

1. Identification of Need

The first step of the purchasing cycle is identification of a recognized, perceived or indicated need for the service in question. If necessary, this step shall take place in consultation with the worker's immediate supervisor.

2. Identification of Funds

Once a service need is identified, it is essential that the requesting employee identify a source of funding prior to submitting a Contract Action Package. **No staff member shall proceed further in the purchasing cycle without identification of adequate and available funding. Identification shall include approval by an appropriate administrator and Fiscal.** No application will be accepted without such prior determination. **It is the employee's responsibility to work closely with Fiscal to identify and provide the appropriate funding document to the CPA.**

3. Development of a Scope of Work

Although general assistance is available from CPA staff, the primary responsibility for writing the scope of work shall be that of the assigned administrator. The following information shall be clearly incorporated into the scope of work for each Contract Action Request (see *Section C of Attachment A*):

- a. requirement(s) for which a service is being sought
- b. goal(s) of the service
- c. size and other parameters of the service that will assist in pricing
- d. any laws, regulations or other documents that are pertinent to the procurement (if only portions of a document apply, the applicable portion shall be specified)
- e. definitions of any technical or professional terms or terminology that would not be familiar to the average lay person
- f. any deficiencies in past procurements that this service seeks to correct or historical data on recent performance relative to the procurement
- g. detailed descriptions of supplies, tasks, or services to be performed to fulfill the service requirement of the contract
- h. specifications for performance monitoring of the service

Reminder: no scope of work shall be submitted prior to identification of available funds.

4. Identification of Service Providers

While it is acceptable and even appropriate for a staff member to recommend a particular service provider, all final decisions shall be made by CPA. Justification for any given recommendation shall be incorporated into the scope of work. (See *Attachment D*.)

5. Contract Signatures

Once the contract specialist has received and evaluated all quotations, bids, and proposals for the service contract, the awarded contract shall be signed by the Contracting Officer.

6. Notice of Contract Award

Award documents shall be distributed by the CFSA Contract Specialist via email to the following parties:

- a. Contractor
- b. Fiscal Operations (cfsa.accountspayable@dc.gov)
- c. Assigned Administrator
- d. Program Monitor, if applicable

7. Exercising Options

Upon Outlook notification from the CFSA Contract Compliance Officer that a contract is scheduled to expire, the requesting staff member shall be responsible for initiating the process of exercising the option to continue the service contract. The process shall begin 6 months prior to the scheduled expiration date and include steps 1-5 outlined in this issuance. *All options shall be exercised thirty (30) days prior to expiration of the contract.*



ATTACHMENT A Contract Action Request Application

Instructions: A Contract Action Request Application must be completed for every request for a contract. Complete each section of the application and the applicable attachment(s) fully. Do not leave any responses blank. Responses that are not applicable should be marked *N/A* (not applicable). The application may be authorized by an Administrator, Deputy Director, or Director (only). Fax or scan and e-mail the authorized Contract Action Request Application (and applicable attachments) to: cfsa.cpa@dc.gov or fax to 202-727-5883.

Beginning FY09 - If this request is not part of your Administration's approved Acquisition Plan, a justification must be completed (See Attachment B) outlining the need for this request.

PART I: Acquisition Lead Times

Review the schedule below.

The following acquisition lead times must be considered when making a request. Lead times begin when the Contract Action Request Application with applicable attachments is complete and approved (to including funding):

Small Purchases: (i.e., equipment, rentals, special orders except office supplies)	\$0-\$25,000	10 business days
	\$25,000.01-\$100,000	15 business days
Solicitations:	\$100,000.01-\$1,000,000.00	100-150 days
	\$1,000,000.01 and above	150-180 days
	Transactions valued at 1 million and above require the approval of DC Council	

Note: All requests above the small purchase threshold will require a solicitation. Call CPA at (202) 724-7547 to schedule a planning meeting within one week of the Contract Action Request Application submission.

PART II: Requesting Administration Information

1.) Administration:	
2.) Authorized Officials Name:	
3.) Title:	<input type="checkbox"/> Director <input type="checkbox"/> Deputy Director <input type="checkbox"/> Administrator
4.) Phone Number:	
5.) Fax Number:	
6.) E-mail Address:	
1.) Point of contact for this request:	
2.) Title:	
3.) Phone Number:	
4.) Fax Number:	
5.) E-mail Address:	

200 I Street, SE ♦ Washington, DC 20003

www.cfsa.dc.gov

PART III: Type of Request

Please check the appropriate box and complete the applicable attachments:

Request for new purchase

- Provide statement of work, Attachment A
- Provide funding document or PASS requisition, Attachment C & Section V

Request for continuation of existing contract (Contract #: CFSA- -C-)

Note: This request is for all service line items (CLINS) listed in the contract above that will expire within 120 days or less and services need to continue. CPA reserves the right to solicit this request as deemed appropriate - acquisition lead times must therefore be considered when submitting a request.

- Attach justification (Should include: A statement of the existing need for the service/commodity, a statement regarding why the service/commodity is required for continuity of government operations; and the potential cost of disrupting operations)
- Attach funding document or PASS requisition

Request for Consultant/Expert Services

- Complete and attach the Request for Employment or Expert Consultation Services Form
- Attach statement of work
- Attach funding document/PASS requisition

Request to modify/execute option year of existing contract (Contract #: CFSA- -C-)

- Attach justification.
- Attach funding document/PASS requisition

Court Order

- Attach court order
- Attach statement of work
- Attach funding document/PASS requisition

PART IV: Sole Source/Single Available Source Request

Has a recommended vendor been identified? Yes (Attach W-9) No

CONFLICT OF INTEREST STATEMENT

The department agrees that there is no real or potential conflict of interest in recommending this good or service as a sole source procurement.

PART V: Funding

Please Note: Contract Action Request Application are not complete without the appropriate funding.

Funding must be secured for:

- Request for New Purchase (including solicitations)
- Continuation of contract
- Modification with additional funding
- Request for Consultant Services
- Court Orders

DEPARTMENT APPROVAL

By signing below, the department certifies that the information submitted on this form is accurate and complete. Note: The final determination of sole source or brand name sole source will be made by the Contracts and Procurement Administration.

Signature:

Date:

Name (Print):

**STATEMENT OF
WORK
GUIDE/TEMPLATE**

A WELL-WRITTEN STATEMENT OF WORK.....

- **Provides a complete definition of the work requirements.**
- **Withstands changes in staffing – both contractor and public agency.**
- **Minimizes interpretation errors. (no ambiguities avoid words and phrases such as and/or, etc.)**
- **Details obligations, expectations & deliverables.**
- **Identifies acceptance criteria to ensure desired outcomes are achieved.**
- **Ties deliverables to contractor payments.**
- **Is written in active voice.**

C.1 SCOPE

State the requirement for which a contractor is being sought _____.

- *State the goal of the procurement.*
- *Describe the size and other parameters of the project that will assist in pricing the requirement.*
- *Include a timeline for completion and a level of effort so that a supplier or contractor can respond to the solicitation with a proposal and cost estimate.)*

C.1.1 Applicable Documents

List the laws, regulations or other documents that are pertinent to this procurement. If only portions of a document apply, specify the applicable portion and an indication as to where the document can be found. e.g Inter/Intranet address, Agency office.

Item No.	Title	Date
Item No.	Title	Date
Item No.	Title	Date
Item No.	Title	Date
Item No.	Title	Date

C.1.2 Definitions

Define any technical or professional terms or terminology that would not be familiar to the average lay person.

C.2 BACKGROUND

- Include information that would be useful to prospective contractors in understanding the context for the procurement, such as: whether it is a new or recurring need; the manner in which the goods or services have been provided in the past; relevant historical information to provide a basis for determining what's necessary to fulfill the procurement request; any **deficiencies in** past procurements that this procurement seeks to correct; historical data on **recent** performance relative to the procurement. Do not include any contractual requirements. *Include any technical consideration that may be pertinent, i.e. describe any known specific techniques, methodologies, and results of previous related work that may influence a contractor's efforts or direction of approach.*

C.2.1 Provide a brief description of the relationship between the purchasing agency/department's mission or objectives and the goods or services to be procured including:

1. Describe why the project is being pursued and how it relates to other projects or initiatives within the Department; and
2. Summarize any statutory authority or regulations affecting the overall requirement.

C.2.2 Provide historical information about the requirement including:

1. A background statement outlining the situation leading to the requirement;
2. Whether it is a new or recurring need;
3. The manner in which the goods or services have been provided in the past;
4. Relevant historical information to provide a basis for determining what's necessary to fulfill the procurement request;
5. Any deficiencies in past procurements that this procurement seeks to correct or avoid; and
6. Historical data on recent performance relative to the procurement.

C.2.3 Include a discussion of the objectives of the procurement, if not discussed in the Scope section, including:

1. A clear statement describing the objective of the task and the work to be achieved;
and
2. A high-level description of the final outcomes that will address the problem or opportunity described above.

C.3 REQUIREMENTS

Provide specifications, detailed descriptions of supplies, tasks or services to be performed to fulfill the requirement of the contract, any applicable documents (such as: security clearances, travel required, special skills or knowledge), place of performance and period of performance.

1. *Provide sufficient level of detail to ensure: a) the District receives the goods or services that it requires but, at the same time, is flexible enough to permit innovation and initiative by the Contractor; and b) the prospective Contractor can plan personnel utilization and other requirements with maximum efficiency;*
2. *Identify documents in which the Contractor's work is to comply; provide cross-reference to the appropriate Applicable Document(s);*
3. *Identify required deliverables including any reporting requirements associated with each phase or task description; and*
4. *Be explicit about the client's requirements and the contractor's responsibilities so that questions of interpretation can be avoided.*

TIP: The writer of the Statement of Work (SOW) should consider first creating a work breakdown structure (WBS) for the SOW that outlines the phases of work or services, major tasks or areas of responsibility. The writer will then take the WBS and develop the more detailed requirements for the SOW. The phrases or task descriptions should be described and presented in a clear, logical manner such as by category, phase, or sequential order of the tasks and sub-tasks, if applicable.

REQUIRED TASKS (Sequence necessary to reach the goals required, as tasks 1,2,3, etc. next ask "What must be done to get from task 1 to task 2. This should yield subtasks 1.a, 1.b, etc.)	SKILLS/LABOR CATEGORY (What skill/labor category would be required.)	ESTIMATED TIME (Approximately how much time would it take to complete task.)	ANTICIPATED SCHEDULE (When would task need to be completed.)	DELIVERABLE (What deliverables would be required.)
1. Establish Task Procedures 1.a. Subtask 1.b. Subtask	Microbiologists	40 hours	6-10 July 20XX	Weekly Report
2. Conduct Test 2.a. Subtask 2.b. Subtask	Lab Technician	16 hours	27-28 July 20XX	Test Results
3. Document Results 3.a. Subtask 3.b. Subtask	Admin. Assistant	3-6 hours	3-6 August 20XX	

- C.3.1 Phase, Stage, or Task Description**
- C.3.1.1 Sub-task**
- C.3.2 Phase, Stage, or Task Description**
- C.3.2.1 Sub-task**
- C.3.3 Phase, Stage, or Task Description**
- C.3.3.1 Sub-task**

C.3.1 Monitoring Plan

C.3.1 PERFORMANCE MONITORING PLAN

Reference this section in Section E of the solicitation: **Acceptance and Inspection**

Performance Requirements	Performance Standards	Surveillance Method & Frequency
Outcomes, Outputs	Quantity, quality, timeliness, accuracy, effectiveness, cost	Reviews, surveys, inspections, data analysis

Note: The following is not part of the SOW section but should be developed in conjunction with the SOW to ensure that all deliverables are delineated.

Deliverables: Anything tangible that is to be delivered to the District i.e. reports, curriculum, plans. This particular chart is displayed here as an example to be used in Section F of the solicitation, Deliveries or Performance. Deliverables are also often cited in the body of the requirements.

CLIN	Deliverable	Quantity Format and Method of Delivery	Due Date
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Statement of Work Checklist

SOW Caption:

Agency:

Reviewer:

Title:

Date:

<p>1.1 The SOW is clearly written</p> <p style="margin-left: 20px;">Guidance:</p> <ul style="list-style-type: none"> • Clear definitions are included for any technical, bureaucratic, scientific or complex terms that could interfere with the clarity of communication. • Words and phrases are used consistently throughout the SOW. 	<p>Yes</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>No</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>Comments</p>
<p>1.2 The SOW is in a format that follows a logical sequence</p> <p style="margin-left: 20px;">Guidance:</p> <ul style="list-style-type: none"> • The narrative is in an order that does not interfere with the clarity of information presented. • Pertinent information on a topic is grouped together. • Information in each section is directly related to the section topic. • Information is not included that should be in a different part of the solicitation. 	<p>Yes</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>No</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>Comments</p>
<p>2.0 Requirements</p>			
<p>2.1 The requirements that the contractor is to fulfill are clearly stated and easily identified</p> <p style="margin-left: 20px;">Guidance:</p> <ul style="list-style-type: none"> • There is no ambiguity as to what the contractor is expected to deliver. • Each requirement can be listed as a line item in Section B of the solicitation. • Mandatory language and active voice are used where compliance or performance is binding. Example: "The contractor shall." • The essential physical and functional characteristics of the goods and services are stated. "Nice to haves" are eliminated. • Standards (measures of quality, quantity timeliness, completeness, effectiveness, cost), based on historical data industry standards, or best practices are specified for each requirement. • When a brand name is used, it is followed by the words "or equal." 	<p>Yes</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>No</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>Comments</p>
<p>2.2 Requirements are sufficiently detailed to allow the contractor to estimate costs, labor and other resources needed to fulfill each task or requirement</p>	<p>Yes</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>No</p> <p style="margin-left: 20px;"><input type="checkbox"/></p>	<p>Comments</p>

2.3 Specifications, acceptance criteria or standards are included for each requirement Yes No Comments

2.4 References to specifications or supporting documents are specific; cite only those portions applicable to the procurement and are consistent with the stated requirements Yes No Comments

3.0 Performance Monitoring Plan Yes No Comments

3.1 Methods and frequency for determining the acceptability of supplies or services for monitoring performance are stated Yes No Comments

Guidance:

- The monitoring methods (i.e. inspection, type of survey, data analyses, record review) are stated for each requirement.
- The frequency (i.e. monthly, quarterly, random) is stated for each method.
- Standards and descriptions are sufficiently objective to promote a clear understanding between the contractor and contract monitor as to what is required and when requirements have been fulfilled.

3.2 The monitoring method is adequate to determine the quality of the supplies or services delivered. Yes No Comments

Guidance:

- The program manager has identified personnel and technical resources to implement the outlined surveillance methods.
- The resources required to implement the monitoring methods at the stated frequency seem appropriate relative to the value of the requirement.

Additional Tips:

- Use simple words, phrases, and sentences whenever practical.
- Be concise and precise. Keep sentences short and to the point. Normally the longer the sentence, the harder it is to understand.
- Use verbs in the active voice. A verb is in the active voice when it expresses an action performed by its subject. For example, “The contractor shall report contract progress quarterly.”
- Use “shall” or “must” when writing a requirement binding on the contractor. Avoid “should” or “may” because they leave the decision on appropriate action up to the contractor.
- Use “will” to indicate actions by the government.
- Be CONSISTENT when using terminology. Use the same word to mean the same thing throughout the SOW. Avoid using different words to indicate the same type of action.
- Avoid redundancy. At best, requiring the contractor to do the same thing in different parts of the SOW will add needless words to the SOW. At worst, there may be subtle differences in the requirements that will lead to a dispute during contract performance.
- Eliminate vague or inexact phrases and generalizations.
- Do not use catchall and open-ended phrases, such as, “is common practice in the industry,” “as directed,” or “subject to approval.”
- Avoid using government jargon. Assure that it is clearly defined whenever jargon must be used.
- Only use “any” or “either” when allowing the contractor to select an alternative.
- Use abbreviations or acronyms only after spelling them out the first time they are used (e.g., National Aeronautics and Space Administration (NASA)).

JUSTIFICATION

Contract Information

Contract Number:

Contract Start Date:

Contract End Date:

Type of Request:

Continuation of Existing Services

Modify Contract: Capacity

(Provide modification information below)

Other (please explain)


Contract Amount:

(Provide justification below)


Rate Change

Administrative

Please provide justification below:



**SOLE
SOURCE/SINGLE
AVAILABLE SOURCE
VENDOR REQUEST**



Sole Source Procurement - A non-competitive purchase or procurement process accomplished after soliciting and negotiating with only one source, whom possesses the unique and singularly available capability to meet the requirement, thus limiting Full and Open Competition (FOC) when it has been determined that the Specific products or services is available from only one source.

Single Available Source – A non-competitive purchase or procurement process accomplished after soliciting and negotiating with a single source thus limiting Full and Open Competition (FOC) when it has been determined that the source specifically selected amongst others, if any, due to specific reasons.

Recommended Vendor:
Services Offered:
Vendor Contact Person:
Vendor Address:
Vendor Phone Number:
Vendor Fax Number:
Vendor E-Mail:
Vendor Tax ID #:



Other vendors considered (provide specific names and contact information):



SOLE SOURCE/ SINGLE AVAILABLE SOURCE JUSTIFICATION

Explain why the recommended company is the only company who can perform the requirement. What unique qualifications or other factors that qualify that qualify the proposed contractor as a sole source or single available source for the procurement?

Note: It is important to sufficiently address the major reason for conducting a noncompetitive procurement, avoiding peripheral issues which detract from the main reason and reduce the credibility of the justification. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions. Use one or more of the following as applicable.

Use additional sheets if necessary.