



DISTRICT OF COLUMBIA COURTS
OFFICE OF CONTRACTS AND PROCUREMENT

**REQUEST FOR TASK ORDER PROPOSAL (RFTOP) NUMBER
DCSC-14-FS-0006**

FOR

OMB CIRCULAR A-123 CONSULTING SERVICES

**SOLICITATION IS RESTRICTED TO GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SCHEDULE CONTRACTORS UNDER GSA SCHEDULE 520
FINANCIAL AND BUSINESS SOLUTIONS (FABS)**

DATE ISSUED: November 15, 2013

CLOSING DATE & TIME: December 3, 2013 no later than 1:00 pm

The District of Columbia Courts is seeking proposals for the services of Certified Public Accountant firms on the **Federal Government General Services Administration (GSA) Federal Supply Schedule under the GSA Schedule 520 Financial and Business Solutions (FABS)** to perform an A-123 review of internal controls in accordance with OMB's revised Circular No. A-123, Management's Responsibility for Internal Controls, dated December 21, 2004 which was effective beginning fiscal year (FY) 2006.

The Contractor shall work onsite at the District of Columbia Courts location, in conjunction with the Internal Audit unit and the Budget and Finance Office to address the needs of the Courts. The Court contemplates a single award to one (1) Contractor for a contract term not to exceed 52 weeks from the date of award of the contract. The date of award shall be the date the Contracting Officer signs the contract award document. At the conclusion of this review, the contractor's work will provide a blueprint for the DC Courts to perform an internal A-123 review for fiscal periods subsequent to this review.

1. INTRODUCTION

The District of Columbia Courts (hereafter referred to as *DC Courts*) is seeking the services of Certified Public Accounting firms on the **Federal Government General Services Administration (GSA) Federal Supply Schedule under the GSA Schedule 520 Financial and Business Solutions (FABS)** to perform an A-123 review of internal controls in accordance with OMB's revised Circular No. A-123, Management's Responsibility for Internal Controls, dated December 21, 2004 which was effective beginning fiscal year (FY) 2006.

OMB Circular No. A-123 defines management's responsibility for internal controls in Federal agencies. The Circular provides guidance to Federal managers on improving the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal control. Management is responsible for establishing and maintaining internal control to achieve the objectives of effective and efficient operation, reliable financial reporting, and compliance with applicable laws and regulations.

The DC Courts is seeking to fully comply with the mandates of OMB Circular A-123 by taking systematic and proactive measures to (i) develop and implement appropriate, cost-effective internal control for results-oriented management; (ii) assess the adequacy of internal control in its programs and operations (iii) separately assess and document internal control over financial reporting consistent with the process defined in Appendix A of OMB Circular No. A-123; (iv) identify needed improvements; (v) take corresponding corrective action; and (vi) report annually on internal control through management assurance statements.

DC Courts Management has a fundamental responsibility to develop and maintain effective internal control. The proper stewardship of agency resources is an essential responsibility of agency managers and staff. Agency employees must ensure that its programs operate efficiently and its resources are used effectively to achieve desired objectives. Programs must operate and

resources must be used consistent with agency missions, in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement.

DC Courts Management is responsible for developing and maintaining effective internal control. Effective internal control provides assurance that significant weaknesses in the design or operation of internal control, that could adversely affect the agency's ability to meet its objectives, would be prevented or detected in a timely manner. Appropriate internal control should be integrated into each system established by agency management to direct and guide its operations. Internal control applies to program, operational and administrative areas as well as accounting and financial management.

The importance of internal control is addressed in many statutes and executive documents. The Federal Management Financial Integrity Act (FMFIA) establishes overall requirements with regard to internal control. The agency head must establish controls that reasonably ensure that: "(i) obligations and costs are in compliance with applicable law; (ii) funds, property, and other assets are safeguard against waste, loss, unauthorized use or misappropriation; and (iii) revenues and expenditures applicable to agency operations are properly recorded and accounted for to permit the preparation of accounts and reliable financial and statistical reports and to maintain accountability over the assets." In addition, the agency head annually must evaluate and report on the control and financial systems that protect the integrity of its programs (Section 2 and Section 4 of FMFIA respectively). The three objectives of internal control are to ensure the effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. The safeguard of assets is a subset of all of these objectives.

To ensure senior management involvement, many agencies have established their own senior management council, often chaired by the agency's lead management official, to address management accountability and related issues within the broader context of agency operations. Relevant issues for such a council include ensuring the agency's commitment to an appropriate system of internal control; actively overseeing the process of assessing internal controls, including non-financial as well as financial reporting objectives; recommending to the agency head which control deficiencies are material to disclose in the annual FMFIA report; and providing input for the level and priority of resource needs to correct these deficiencies. Many agencies use a Senior Management Council to assess and monitor deficiencies in internal control. A Senior Management Council, which may include the Chief Financial Officer, the Senior Procurement Executive, the Chief Information Officer, and the managers of other functional offices, should be involve in identifying and ensuring correction of systemic weaknesses relating to their respective functions. Such councils generally recommend to the agency head which reportable conditions are deemed to be material weaknesses to the agency as a whole, and should therefore be included in the annual FMFIA assurance statement and reported in the agency's annual financial report.

At this instance, the DC Courts is seeking to develop a designated council or individuals to serve in this capacity. This council would be responsible for overseeing the timely implementation of corrective actions related to material weaknesses in financial reporting. Such a council may also

be useful in determining when sufficient action has been taken to declare that a reportable condition or material weakness has been corrected. While the establishment of such a council is not a requirement of OMB A-123, a Senior Management Council or similar construct is encouraged.

2. BACKGROUND

The DC Courts were formed under the laws of the District of Columbia Code and operate under the Joint Committee on Judicial Administration, which is the policy-making body for the DC Courts. The DC Courts are comprised of the Court of Appeals, the Superior Court and the Court Systems. The mission of the DC Courts is to protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the nation's capital. Effective October 1, 1997, the "National Capital Revitalization and Self – Government Improvement Act of 1997" (Revitalization Act) effected major changes in the funding process for the DC Courts. Under the Revitalization Act, the Federal Government assumed responsibility for funding the DC Courts directly. However, the DC Courts are the judicial branch of the District of Columbia government. Consequently, the DC Courts for financial statement purposes have been complying with pronouncements of the Governmental Accounting standards board (GASB), which promulgates accounting standards for state and local governments. The DC Courts do not have any component units as defined by GASB Statement no. 14, the Financial Reporting Entity, because the DC Courts are fully funded by direct federal appropriations, and the DC Council and Mayor have no authority over the appointment of members of the Joint Committee.

The single Audit Act Amendment of 1996 (The Act), Public Law (P. L. 104 – 156), dated June 14, 1996, and OMB Circular A-133, as revised, requires that any state or local government that receives more than \$500,000 in federal financial assistance must have an annual independent audit performed in accordance with applicable Federal laws, rules and regulations. Failure to comply with provisions of The Act could result in severe penalties, including requests for repayment to the Federal Government and loss of funding.

During the period of November 1, 2012 through September 30, 2013, the DC Courts performed an OMB A-123 Appendix A Review. The areas that were reviewed were based on a risk assessment and materiality threshold that was appropriately developed. The areas subject to control design evaluation and control effectiveness testing included the following: Accounting and Budget Division; Capital Projects Division; Procurement and Administrative Services Division; Payroll; the Crime Victim's Grant and the Defender Services Appropriations. This contract was modified to extend the completion date to December 31, 2013 in order to complete the deliverables relating to the following areas:

- 1. Grants Receivables - Crime Victims control design evaluation**
- 2. Defender Services control design evaluation & design testing**

3. Capital Projects – controls effectiveness testing
4. Procurement & Administrative Services - control design evaluation
5. Court of Appeals Procurement - control design evaluation

3. SCOPE OF WORK

The Contractor shall perform an OMB Circular No. A-123 and review the applicable appendices related therein to the circular of the District of Columbia Courts internal controls over financial reporting following the guidance set forth by OMB. At the conclusion of this review, the contractor's work shall provide a blueprint for the DC Courts to perform an internal A-123 review for fiscal periods subsequent to this review. Specifically, the Contractor shall perform the following tasks:

- 3.1 ***Entrance Conference*** – An Entrance Conference will be scheduled with the Contractor and the Courts prior to the start of the compilation to discuss the engagement, deliverables, and the Courts' and Contractor's responsibilities.
- 3.2 ***Progress Status Meetings and Reports*** - Contractor shall attend periodic status meetings with COTR and provide biweekly status reports that include but is not limited to completion of agreed upon contract milestones, changes in agreed upon approach, difficulties encountered that impede work completion and quality of work product and overall direction of contract performance. In addition a record of contractor's total man-hours completed produced on a biweekly report.
- 3.3 ***Narrative and Flowcharts*** - Prepare and/or enhance the process flow documentation of the District of Columbia Courts internal control processes used in financial reporting, including documentation of the financial reporting process and process level controls over financial reporting.
- 3.4 ***Control Matrix Document*** - Develop a written listing of financial reporting controls in a document format that outlines and indentifies all Entity and Activity level financial reporting internal controls; the risks related to controls; the financial reporting assertions related to the controls; and the budgetary accounts impacted by the control.
- 3.5 ***Key Financial Controls Listing*** - identify and document the key controls that need to be evaluated and tested based on agree upon quantitative and qualitative materiality thresholds.

- 3.6 **Test Plans** - Develop detailed test plans for control design evaluations and effectiveness. Utilize such test plans to review and examine control protocols for each area in which the key controls were identified.
- 3.7 **Test Work Paper Documents** - Perform testing of the design and operating effectiveness of key internal controls over financial reporting and identify any deficiencies in accordance with all applicable Appendices of OMB Circular No. A-123 and related financial reporting control pronouncements and/or “best practices” of the industry.
- 3.8 **Control Deficiency Logs (CDLs) and Corrective Action Plans (CAPs)** - Develop and document reports that codify and outline deficiencies discovered based upon testing and observation for all identified issues.
- 3.9 **Interim Report** – Documented report of findings and observations noted prior to completion of testing will be provided to the Chief Internal Auditor, Executive Director, Deputy Executive Director, Chief Financial Officer and the Deputy Chief Financial Officer.
- 3.10 **Final Report** - Documented report of findings and observations, recommendations to cure control findings noted and management’s response as to approach to remediate findings and observations noted. The report will be provided to the Chief Internal Auditor, Executive Director, Deputy Executive Director, Chief Financial Officer and the Deputy Chief Financial Officer prior to providing the report to the Joint Committee on judicial Administration.

All deliverables, tasks that yield documented work papers shall be provided in both a hard copy and electronic format. The template of the documented work will conform to DC Courts’ pre-approved design and shall provide sufficient detail to enable an experienced reviewer having no previous connection to the review to understand from the review documentation the nature, timing, extent, and results of the review procedures performed; the reviewer evidence obtained; and its source and the conclusions.

In addition, the work performed in this review maybe subject to review in conjunction with the District of Columbia Courts annual financial statement audit performed by an independent public accounting contractor. In order to minimize duplication of efforts, and create a more efficient review and audit process, activities will include, but not be limited to, coordinating on-site activities to include Internal Audit Unit participation/observation and the independent public accounting contractor, where applicable. Such activities may also include planning, scoping, testing approach, walkthrough of processes, documentation, and testing, making A-123 work

papers and copies available, responding to audit questions, and attending meeting to discuss A-123 topics.

For the period of January through December 2014, the Contractor shall complete an OMB A-123 review and all associated and relevant OMB A-123 appendices, e.g., appendix A – D for the following DC Courts’ area / divisions:

1. Crime Victims Grants Management- control effectiveness testing
2. Defender Services Appropriations - control effectiveness testing
3. Procurement Review¹
 - a. Administrative Services Division
 - b. Capital Projects Division
 - c. Court of Appeals Procurement Division
4. Budget & Finance Division’s Accounts Payable functions – control design evaluation & effectiveness testing
5. Superior Court Intra-governmental Costs (Transfers to District of Columbia Executive and Legislative Branch of government and US Treasury) - control design evaluation & effectiveness testing
6. Information Technology - control design evaluation & effectiveness testing
7. DC Courts’ Entity-Wide Controls
 - Anti-Fraud - (Currently established Fraud Hotline)
 - Monitoring
 - Risk Assessment (Currently established)
 - Control Activities
 - Control Environment

¹ *The Office of Federal Procurement Policy (OFPP), in consultation with the Chief Acquisition Officers Council, developed guidelines and a template to standardize the approach agencies use to assess internal control over acquisition activities and programs. The template is based largely on the GAO’s framework and is intended to be flexible and scalable. The guidelines assist Chief Acquisition Officers (CAOs) in establishing and maintaining effective and efficient internal control as required by OMB Circular A-123 and ensure assessments of agency acquisition activities are integrated with agencies’ existing internal control processes and practices and support, as appropriate, annual assurance statements required by the Circular. Use of this template/framework will contribute to a more holistic assessment of agency acquisition activities and minimize duplication of effort. Use of the template will also help CAOs in carrying out their responsibilities under section 1421 of the Services Acquisition Reform Act, 41 U.S.C. 414, to monitor the performance of acquisition activities and acquisition programs. This more comprehensive review will enable the DC Courts to evaluate its needs as pertains to the Acquisition function. The framework calls for an overall functional review to include analysis of selected acquisitions as opposed to reviewing sample procurement transactions only*

- Information & Communication
- Senior Assessment Team & Internal audit

In order to meet the deliverables schedule (**Section 4**), it is expected that the contractor will provide at a minimum one Senior Accountant and two Staff Accountants resources for this project.

4. DELIVERABLES

All Deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall complete the tasks and provide to the COTR the deliverables specified below within the designated time frames:

Item Number	Deliverable	Due Date	Quantity	Format/Method of Delivery	To Whom
1. (3.1)	Entrance Conference	1 st ; Quarter calendar yr 2014	1 copy	hard copy document	COTR
2. (3.2)	Bi-weekly status Reports and time attendance records	1 st ; 2 nd ; 3 rd and 4 th Quarters calendar yr 2014	1 copy	Hard & electronic copy document	COTR
3. (3.3)	Narrative and flow chart documents of DC Courts internal control process over financial reporting	1 st ; 2 nd ; and 3 rd Quarters calendar yr 2014	2 copies (electronic and hard copy)	Hard copy - narratives and flow charts Electronic copy in MS Word & MS Visio	COTR
4. (3.4)	Control Matrix Document	1 st ; 2 nd ; and 3 rd Quarters calendar yr 2014	2 copies (electronic and hard copy)	Hard copy - document Electronic copy in MS Word	COTR
5. (3.5)	Listing of Key Controls in same format as Control Matrix	1 st ; 2 nd ; and 3 rd Quarters calendar yr 2014	2 copies (electronic and hard copy)	Hard copy - document Electronic copy in MS Word	COTR
6. (3.6)	Detailed test plans and review of protocols	1 st ; 2 nd ; and 3 rd Quarters calendar yr 2014	2 copies (electronic and hard copy)	MS Word electronic soft copy & hard copy document	COTR
7. (3.7)	Testing results and Identification of deficiencies / observations work papers	2 nd ; 3 rd and 4 th Quarters calendar yr 2014	2 copies (electronic and hard copy)	MS Word electronic soft copy & hard copy document	COTR

Item Number	Deliverable	Due Date	Quantity	Format/Method of Delivery	To Whom
8. (3.8)	CDLs and CAPs documents	2 nd ; 3 rd and 4 th Quarters calendar yr 2014	2 copies (electronic and hard copy)	MS Word electronic soft copy & hard copy document	COTR
9. (3.9)	Interim Report	2 nd ; and 3 rd Quarters Fiscal yr 2014	2 copies (electronic and hard copy)	MS Word & MS Excel electronic soft copy & hard copy document	COTR
10. (3.10)	Final Report	1st Quarter calendar Yr 2015	2 copies (electronic and hard copy)	MS Word & MS Excel electronic soft copy & hard copy document	COTR
11. (3.9)	Submission to DC Courts - detailed electronic work papers	1st Quarter calendar Yr 2015	2 copies (electronic and hard copy)	MS Word electronic soft copy & hard copy document	COTR
12. (3.10)	DC Courts financial statement audit support	4 th Quarter calendar Yr 2014	2 copies (electronic and hard copy)	MS Word electronic soft copy & hard copy document	COTR

5 PERIOD OF PERFORMANCE

The period of performance for this SOW is fourteen (14) months from date of award. The date of award shall be the date the Contracting Officer signs the contract document.

6. OPTION TO EXTEND THE TERM OF THE CONTRACT

6.1 The Superior Court of the District of Columbia may extend the term of this contract for a period of three (3), **one-year**, option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the Superior Court of the District of Columbia will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the Superior Court of the District of Columbia to an extension.

6.2 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.

6.3 If the Superior Court of the District of Columbia exercises this option, the extended contract shall be considered to include this option provision.

6.4 The price for the option period shall be as specified in the contract.

6.5 The total duration of this contract, including the exercise of any options under this clause, shall not exceed four (4) years and two (2) months.

7. LOCATION OF WORK

The work shall be performed primarily at the following Court sites:

Moultrie Courthouse
500 Indiana Ave., NW, 6th Floor
Washington D.C. 20001-2131

Gallery Place Office
616 H Street, NW, 6th Floor
Washington D.C. 20001-2131

The following sites will be accessible and utilized on ad hoc basis:

Building A
515 5th Street NW
Washington D.C 20001-2131

Building B
510 4th Street, NW
Washington D.C 20001-2131

Building C
410 E Street, NW
Washington D.C 20001-2131

8. RECORDS RETENTION

8.1 All electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the DC Courts.

8.2 At the request of the COTR, the Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.

8.3 No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract closeout. The SOW is not complete until all deliverables are accepted and approved by the COTR.

9. SUPERVISION

In fulfilling the requirements of this contract, the Contractor shall:

9.1 Continuously monitor the status of work, providing COTR with timely information regarding possible problems and proposed action required to mitigate such problems.

9.2 Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by contractor's staff as required under the project management protocols.

9.3 Assure that staff working under this contract provides weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern. *[Note: Timely, complete, and satisfactory provision by the contractor to the DC Courts of such reports shall be a condition precedent to payment of the contractor.]*

9.4 Assure that every two weeks (or as otherwise specified) staff working under this contract provide progress updates to the COTR that enable an updating of the project plan reflecting progress in completing scheduled work.

10. **CONTRACTING OFFICER AND CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

10.1 **Contracting Officer.** The District of Columbia Courts' Contracting Officer who has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Louis W. Parker
Administrative Officer
Administrative Services Division
District of Columbia Courts
616 H Street, N.W., Suite 622
Washington, D.C. 20001
Telephone Number: (202) 879-2803
Facsimile Number: (202) 879-2835

10.2 **Contracting Officer's Technical Representative (COTR):** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's performance or non-performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract. The COTR shall be:

Mr. Darryl Lesesne
Chief Internal Auditor
DC Courts Executive Office
500 Indiana Ave, 6th floor
Washington DC, 20001
Telephone Number: 202-879-1783

11. **CONTRACT TYPE**

This is a firm-fixed price contract for completion of SOW.

12. CANCELLATION CEILING

12.1 In the event of cancellation of the contract because of nonappropriation for any fiscal year after fiscal year 2014, there shall be a cancellation ceiling of zero dollars representing reasonable preproduction and nonrecurring costs, which would be applicable to the items or services being furnished and normally amortized over the life of the contract.

13. PROPOSAL SUBMISSION INFORMATION

13.1 Each firm shall submit technical and price proposals in accordance with the performance of work specified in the Scope of Work of this Request for Task Order Proposal. At a minimum, the contractor's bona-fide proposals shall contain the requested information and documentation listed in Item Numbers 21 and 22 of this Task Order Request as it relates to accomplishing the requirements stated in Scope of Work/Requirements and at what price is offered.

13.2 Each firm shall submit an original and five (5) copies of their technical proposal and original and five (5) copies of their price proposal. Proposals shall be submitted in a sealed envelope clearly marked in the lower left corner with the following:

13.2.1 Solicitation Number: **DCSC-14-FS-0006**

Title: "OMB Circular A-123 Consulting Services"

Closing Date/Time: **December 3, 2013, no later than 1:00 P.M.**

14. OFFERORS SUBMITTING THEIR PROPOSALS BY MAIL MUST MAIL THEIR PROPOSALS TO THE FOLLOWING ADDRESS

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Maribel Torres, Senior Contract Specialist
616 H Street, N.W., Suite 612
Washington, D.C. 20001

15. OFFERORS SUBMITTING THEIR PROPOSALS BY HAND DELIVERY/COURIER SERVICES MUST HAND DELIVER THEIR PROPOSALS TO THE FOLLOWING ADDRESS

District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch
Attn: Maribel Torres, Senior Contract Specialist

701 7th Street, N.W., Suite 612
Washington, D.C. 20001

16. QUESTIONS CONCERNING THIS REQUEST MUST BE DIRECTED BY E-MAIL TO

Maribel Torres, Senior Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
E-mail address: maribel.torres@dcsc.gov

Questions must be submitted no later than close of business November 20, 2013.

17. EXPLANATION TO PROSPECTIVE OFFERORS/BIDDERS

17.1 Any prospective Offeror desiring an explanation or interpretation of this solicitation must request it by email no later than close of business, November 20, 2013.

18. TECHNICAL PROPOSAL FORMAT AND CONTENT

18.1 Volume I - Technical Proposal shall be comprised of the following Sections:

Section	Description
A	Knowledge/experience/working ability and understanding of OMB Circular No. A-123, Management's Responsibility for Internal Control, Appendix A
B	Offeror's ability to evaluate internal control structure
C	Qualification of proposed staff
D	Offeror's Past Performance

18.1.1 Section A – Knowledge/experience/working ability and understanding of OMB Circular No. A-123, Management's Responsibility for Internal Control, Appendix A

The Offeror shall provide evidence which clearly shows knowledge, experience, working ability and understanding of OMB Circular No. A-123 - Management's Responsibility for Internal Control, Appendix A. Offeror shall list prior experience and past performance in performing OMB Revised Circular A-123 assessments.

18.1.2 Section B – Offeror’s ability to evaluate internal control structure

The Offeror provide evidence of his ability to evaluate an organization’s internal control structure to achieve effective and efficiency of operations, reliability of financial reporting, and compliance with laws and applicable regulations. The Offeror shall provide a **comprehensive plan to accomplish the work described herein.**

18.1.3 Section C – Qualifications of proposed staff

The Offeror shall submit, at minimum, the following information for each proposed staff member utilizing under this contract:

1. Background;
2. Years of experience;
3. Degrees, Certifications, etc.; and
4. Previous work performed.

18.1.4 Section D - Past Performance

The Offeror shall submit with his/her proposal three (3) past performance references for which services of this nature have been provided in the past three (3) years. The offeror shall submit this information using the attached Past Performance Evaluation Form. This information will be used to query previous customers regarding Offerors past performance on contracts. Offerors shall assure that customers listed in the proposal complete and sign the Performance Evaluation Form.

19. VOLUME II – PRICE PROPOSAL

19.1 Volume II - Price Proposal shall be comprised of the following Section:

Section	Description
A	Price Schedule (See Section 22)

19.2 Each Offeror shall use the Price Schedule Table (Section 22) to submit the proposed prices. The offeror’s price proposal shall include all costs for the required services.

20. EVALUATION OF PROPOSALS

The contract will be awarded to the Offeror whose proposal is most advantageous to the Courts, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total score will guide the Courts in making an intelligent award decision based upon the evaluation criteria. The Courts reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The Courts may award a contract upon the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Offeror's best terms.

21. EVALUATION AND SELECTION CRITERIA

Proposals will be evaluated with points assigned to each section as follows:

<u>Evaluation Criteria</u>	<u>Point Range</u>
A. Knowledge, experience, working ability, and understanding of OMB Circular No. A-123, Management's Responsibility for Internal Control, Appendix A	35
B. Offeror's ability to evaluate internal control structure	20
C. Qualifications of proposed staff	10
D. Past Performance	<u>35</u>
E. Total Points	<u>100</u>
F. Price	

The Courts will not rate or score price, but will evaluate each offeror's price proposal for realism, reasonableness, and completeness. This evaluation will reflect the offeror understands of the solicitation requirements and the validity of the offeror's approach to performing the work. **Although the technical response is greatly more important than price, the closer the technical evaluations, the greater influence price will have on the selection.** Alternative price proposals will not be considered by the Courts.

22. PRICE SCHEDULE

22.1 Base Period Contract Price (14 Months):

Contract Line Item No. (CLIN)	Item Description	Total Prices
001	Task 1 : Prepare & enhance documentation of DC Courts internal control processes as per SOW, i.e. Narrative and flow chart documents of DC Courts internal control process over financial reporting; Control Matrix Document; and Listing of Key Controls	\$ _____
002	Task 2 : Detailed review of protocols as per SOW	\$ _____
003	Task 3: Identification of Controls – Development of Control Matrix	\$ _____
004	Task 4: Identification of Key Controls – Listing of Key Controls	\$ _____
005	Task 5 : Testing & identification of deficiencies as per SOW, i.e., Detailed test plans	\$ _____
006	Task 6 : Development of CDLs and CAPs as per SOW	\$ _____
007	Task 7 : Development of recommendations for Procurement Review per SOW	\$ _____
008	Task 8 : DC Courts financial statement audit support	\$ _____
009	Task 9 : Testing results Interim and Final Report	\$ _____
Total Price Base Period		\$ _____

22.2 Option Year Period 1 Contract Price:

Contract Line Item No. (CLIN)	Item Description	Total Prices
001	Task 1 : Prepare & enhance documentation of DC Courts internal control processes as per SOW, i.e. Narrative and flow chart documents of DC Courts internal control process over financial reporting; Control Matrix Document; and Listing of Key Controls	\$_____
002	Task 2 : Detailed review of protocols as per SOW	\$_____
003	Task 3: Identification of Controls – Development of Control Matrix	\$_____
004	Task 4: Identification of Key Controls – Listing of Key Controls	\$_____
005	Task 5 : Testing & identification of deficiencies as per SOW, i.e., Detailed test plans	\$_____
006	Task 6 : Development of CDLs and CAPs as per SOW	\$_____
008	Task 8 : DC Courts financial statement audit support	\$_____
009	Task 9 : Testing results Interim and Final Report	\$_____
Total Price Option Year 1		\$_____

22.3 Option Year Period 2 Contract Price:

Contract Line Item No. (CLIN)	Item Description	Total Prices
001	Task 1 : Prepare & enhance documentation of DC Courts internal control processes as per SOW, i.e. Narrative and flow chart documents of DC Courts internal control process over financial reporting; Control Matrix Document; and Listing of Key Controls	\$ _____
002	Task 2 : Detailed review of protocols as per SOW	\$ _____
003	Task 3: Identification of Controls – Development of Control Matrix	\$ _____
004	Task 4: Identification of Key Controls – Listing of Key Controls	\$ _____
005	Task 5 : Testing & identification of deficiencies as per SOW, i.e., Detailed test plans	\$ _____
006	Task 6 : Development of CDLs and CAPs as per SOW	\$ _____
008	Task 8 : DC Courts financial statement audit support	\$ _____
009	Task 9 : Testing results Interim and Final Report	\$ _____
Total Price Option Year Two		\$ _____

22.4 Option Year Period 3 Contract Price:

Contract Line Item No. (CLIN)	Item Description	Total Prices
001	Task 1 : Prepare & enhance documentation of DC Courts internal control processes as per SOW, i.e. Narrative and flow chart documents of DC Courts internal control process over financial reporting; Control Matrix Document; and Listing of Key Controls	\$ _____
002	Task 2 : Detailed review of protocols as per SOW	\$ _____
003	Task 3: Identification of Controls – Development of Control Matrix	\$ _____
004	Task 4: Identification of Key Controls – Listing of Key Controls	\$ _____
005	Task 5 : Testing & identification of deficiencies as per SOW, i.e., Detailed test plans	\$ _____
006	Task 6 : Development of CDLs and CAPs as per SOW	\$ _____
008	Task 8 : DC Courts financial statement audit support	\$ _____
009	Task 9 : Testing results Interim and Final Report	\$ _____
Total Price Option Year Three		\$ _____

23. Incorporated Documents

The following documents are incorporated and made a part of this solicitation:

- 23.1 D.C. Courts General Contract Provisions, April 2007 (Attachment J.1)
- 23.2 Tax Certification Affidavit (Attachment J.2)
- 23.3 Past Performance Evaluation Form (Attachment J.3)