

CAPTION: DEFENSE BASED SOCIAL WORK SERVICES

CONTRACTING OFFICER THE DISTRICT OF COLUMBIA COURTS		REQUEST FOR QUOTATION (This Is Not An Order) Page 1 of 1	
		ADDRESS REPLY: Please Contact: Reginald Ramdat Telephone No.: 202-879-2865 Email:reginald.ramdat@dccsystem.gov → Your response/quotation must be submitted by email Not Later Than May 24, 2024, by 1:00 p.m., EST	
		DELIVER, ALL CHARGES PREPAID, TO: D.C. COURTS	
REQUISITION REFERENCE DCSC-24-RFQ-232 DEFENSE BASED SOCIAL WORK SERVICES			
NOTE: YOUR BID MUST BE INCLUSIVE OF DELIVERY COST DC COURTS IS TAX EXEMPT.			
ITEM NO. Articles or Services (Also District or Federal Stock No. If Any)			
The D. C. Courts Family Court Operations is soliciting resumes, and supplemental information from qualified applicants to provide defense based social work services to parents involved in the child welfare system and to assist families in addressing issues that often lead to family separation. <u>The Courts anticipate making two (2) contract awards under this RFQ.</u> The work to be performed shall be in accordance with Attachment 1 – Statement of Work (SOW) & Instructions. The response must include a cover letter (limited to two (2) pages), a resume or curriculum vitae, any and all relevant licensing credentials specific to the field of criminal justice and social work, a minimum of three (3) references, of which at least two (2) must be professional references. THE D.C. COURTS’ GENERAL CONTRACT PROVISIONS, AS AMENDED MAY 2017 IS APPLICABLE TO THIS PROCUREMENT. INTERESTED PARTIES MAY DOWNLOAD & VIEW THE THIS DOCUMENT BY VISITING: https://www.dccourts.gov/about/procurement-contracts-branch			
		SUBMITTED BY _____ (Signature of Person Authorized to Sign) TITLE: _____ DATE: _____ _____	

ATTACHMENT 1

**STATEMENT OF WORK & INSTRUCTIONS
FOR
DEFENSE BASED SOCIAL WORK SERVICES
FOR THE DISTRICT OF COLUMBIA COURT
COURT IMPROVEMENT PROGRAM**

SECTION A:

A.1 INTRODUCTION:

This Statement of Work (SOW) is issued by the District of Columbia (D.C.) Courts, Family Court Operation's grant-funded Court Improvement Program. In response to the demand for additional supportive resources, the Family Court elected to pursue a quality legal representation project through the Court Improvement Program (CIP) grants. The Superior Court Family Preservation Program (FPP) Multi-Disciplinary Representation Project seeks to improve the quality of legal representation by creating a defense team to address parents' individual service needs and efforts to meet case plan requirements by adding a dedicated social worker who will partner with parents' attorneys to help formulate a strategy for the case. Providing one-on-one support for parents will allow attorneys to focus on the legal aspects of a case.

- A.2 The purpose of the FPP Multi-Disciplinary Representation Project is to provide parents with a dedicated Family Preservation Program Social Worker (FPPSW) to create a defense team. Having a multi-disciplinary team would enable attorneys to handle the legal aspects of the case while allowing social workers to provide social work support to the parents to assist them with accomplishing the tasks outlined in their case plan. The Court Improvement Program (CIP) has identified a need for qualified Independent Contractors to provide defense based social work services to parents involved in the child welfare system and to assist families in addressing issues that often lead to family separation.
- A.3 The D. C. Courts Family Court Operations is soliciting resumes, and supplemental information from qualified applicants to provide defense based social work services to parents involved in the child welfare system and to assist families in addressing issues that often lead to family separation. As a part of the Court Improvement Program (CIP), the D. C. Courts Family Preservation Program social workers will work as part of the legal defense team, adhering to the Rules of Professional Conduct regarding attorney-client privilege and confidentiality.
- A.4 The mission of the District of Columbia Court Improvement Program is to work collaboratively with the D.C. Child and Family Services Agency and other stakeholders to improve outcomes in the areas of safety, permanency and well-being for children and families in the child welfare system.

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A.5 The Courts anticipate making two (2) contract awards under this RFQ to eligible contractors. The contract period shall be for one (1) year from the date of contract award. Selected Contractors will be required to provide up to forty (40) hours of service delivery per week under this solicitation.

B.1 BACKGROUND:

As the child welfare system in the District of Columbia has evolved, it has become increasingly apparent that the resources available to attorneys who represent parents and custodians, as well as those available to parents and custodians, are insufficient to meet parents' needs and leave gaps in what attorneys can provide to their clients. Attorneys on the Counsel for Child Abuse and Neglect (CCAN) try to make up for the absence of resources by providing their clients with non-legal assistance. However, those efforts take up time that would otherwise be used for legal work and are not compensable through the Criminal Justice Act. Further, attorneys are not trained to provide services that are more appropriately provided by trained social workers. Surveys to CCAN bar members showed an overwhelming interest in providing a dedicated social worker to attorneys and their clients.

Family Preservation Program Social Workers (FPPSW) will work as part of the legal defense team which would enable parents' defense attorneys to handle the legal aspects of the case, while FPPSW would provide social work support to the parent to assist them with accomplishing the tasks outlined in their case plan. FPPSW hired to assist the parents' defense attorneys in representing clients will not be allowed to testify nor appear in Court and will adhere to the Rules of Professional Conduct regarding attorney-client privilege and confidentiality.

SECTION C:

CONTRACTOR TASKS AND RESPONSIBILITIES

C.1 Each Contractor will be responsible to complete the following activities:

- Conducts needs assessments to determine appropriate referrals.
- Performs telephonic, video, and/or face-to-face contact with parents and interested parties involved in the case when appropriate.
- Develops treatment plans according to the needs of clients.
- Meets with clients as determined by tiered case management criteria.
- Identifies unique service needs and make referrals and resource recommendations, as appropriate.
- Advocates for client access to services, when necessary.
- Documents client contact.

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- Conducts periodic reviews of client progress and compliance, including surveys, focus groups and interviews.
- Provides varying levels of case management to clients.
- Provides resources and referrals to clients regarding relevant information about their case plan, (i.e., parenting, substance abuse, mental health, time management).
- Participates in weekly and quarterly team meetings.
- Consults regularly with defense attorneys.
- Consults regularly with FPPSW supervisor.

C.2 Conduct Intake Assessment Interview

The Contractor shall initiate the intake assessment procedure upon receipt of the referral. The Contractor shall gather relevant information regarding current nature of the Family Court case. The Contractor and the Family Preservation Program Social Worker (FPPSW) supervisor will consult about the referral within 48 hours of assignment.

C.3 Documentation for Intake

Contractor shall document the intake assessment in electronic form in SurveyMonkey.

C.4 Exclusionary Criteria

The Contractor and FPPSW supervisor will consult about any referrals that they believe are not appropriate for the program, including but not limited to: cases where no children have been removed; cases with or likely to have pending criminal charges; and cases with parents involved in Family Treatment Court.

C.5 Transportation

The Contractor will not be responsible for the transportation of any individuals involved in, working on, and/or related to the case or any individuals in the case.

C.6 Termination/Discharge Criteria

The Contractor shall inform the FPPSW supervisor of any referred individual's lack of participation, lack of compliance, and/or 3 consecutive missed appointments without rescheduling or reason for missed appointments. An individual shall be discharged from program for lack of compliance; lack of participation; or upon successful completion of case plan, achieved family reunification or change in permanency goal that no longer warrants program participation. The Contractor will review all cases with FPPSW supervisor prior to case closure.

C.7 Supervision

The Contractor will participate in weekly supervision with the FPPSW supervisor.

C.8 PERIOD OF PERFORMANCE:

The position is grant-funded. The contract base period shall be for one (1) year. The date of contract award shall be the date the Contracting Officer signs the contract document. The anticipated commencement date for the required service is on or about June 2024.

C.9 OPTION PERIOD:

The Courts may extend the term of this contract for four (4) six (6) month periods, or a fraction, or multiple fractions thereof, by written notice to the Contractor before the expiration of the contract, provided that the Courts shall give the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. **If the Courts exercise its option to extend the contract, Contractor shall be compensated at the same rate specified in the contract.** The preliminary notice does not commit the Courts to an extension. The Contractor may waive the 10-day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. If the Courts exercise this option, the extended contract shall be considered to include this option provision. The position is grant-funded. The exercise of any option under this contract is contingent upon the appropriation of grant funds for the respective option period. However, the availability of funds does not obligate the Courts to exercise this option year. The total duration of this contract including the exercise of any options under this clause, shall not exceed three (3) years.

C.10 MINIMUM QUALIFICATIONS AND EXPERIENCE:

Contractors selected for this solicitation shall have an accredited master's degree in social work and be licensed as a Licensed Graduate Social Worker (LGSW) OR shall have an accredited master's degree in social work and be licensed as a Licensed Independent Clinical Social Worker (LICSW). Experience with Children and Families, Mental Health, Criminal Justice and/or related fields are strongly preferred.

C.11 SALARY/RATE:

Compensation shall be based on the following:

Master's Degree/ LGSW between 0 and 4 years of experience	Annually \$59,520 (estimate)	\$30 Per Hour	40 Hours Per Week
Master's Degree/ LGSW with 5 years or more of experience	Annually \$64,480 (estimate)	\$32.50 Per Hour	40 Hours Per Week
Master's Degree/ LCSW between 0 and 4 years of experience	Annually \$69,440 (estimate)	\$35 Per Hour	40 Hours Per Week
Master's Degree/ LCSW with at least 5 years or more of experience	Annually \$79,360 (estimate)	\$40 Per Hour	40 Hours Per Week

C.12 DELIVERABLES:

All Deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall provide to the **Contracting Officer's Technical Representative (COTR)** the deliverables specified below within the designated time frames:

C.12.1 The Contractor shall submit a weekly Survey Monkey entry of every contact with the parent, documenting the date, type (phone, virtual, in-person), duration (start/stop times), and purpose of the meeting.

C.13 PAYMENT AND INVOICES

C.13.1 The Courts will make invoice payments under the terms and conditions specified in the contract. The Contractor will be compensated upon completion and acceptance of the work as specified in the contract. Payments shall be considered as being made on the day a check is dated or the date of an electronic funds transfer.

C.13.2 The contractor shall be compensated as set forth below. Effective June 8, 2018 all invoices and payment request shall be submitted electronically through the U.S. Department of the Treasury's Invoice Processing Platform (IPP) System using the "Bill to Agency" of Interior Business Center-FMD. The IPP website address is <https://www.ipp.gov>. In addition, it is the vendors' (contractors') responsibility to be System for Awards Management (SAM) registered and in IPP. The vendors (contractors) must be SAM registered in order to register in both the DC Courts Supplier Information Form as well as IPP. The SAM website address is <https://www.sam.gov>.

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C.13.3 In order to receive payment, the Contractor must use the IPP website to register, access, and use IPP for submitting all invoice requests for payment(s). Assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email at IPPCustomerSupport@discal.treasury.gov or by phone (866) 973-3131.

C.13.4 The Contractor shall be compensated at the established hourly rate. The Contractor shall complete Survey Monkey on a weekly basis which will serve as invoice for payment. Invoices shall be prepared in duplicate and submitted to the Court Improvement Program (CIP) Director. The CIP Director shall review and approve or reject invoices. Following the approval, the invoices will be sent by the CIP Director to the Budget & Finances Division for the processing of payments. Payments shall be made within 30 days after receipt and approval of a proper invoice. At a minimum, the Contractor's Invoice shall include the following information:

1. Name and credentials of the Contractor;
2. Invoice Date;
3. Service Date;
4. Service Description;
5. Start time of services delivered;
6. End time of services delivered;

C.13.5 A duplicate copy of each invoice shall also be submitted to:

Elizabeth Felton, CIP Director/Program Manager – Abuse and Neglect
Family Court Operations
D.C. Superior Court
500 Indiana Avenue, N.W.
Room JM 100.19
Washington, DC 20001
202.879-4621
Elizabeth.Felton@dcsc.gov

C.13.6 The Contractor shall submit final electronic invoice (s) within thirty (30) days after the expiration of this contract. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

C.13.7 The Contractor must contact the COTR in order to obtain a D.C. Courts Release of Claims form. Upon receipt of the form, the Contractor must complete and submitted the Release of Claims form as well as provide a copy of the final electronic invoice to the COTR.

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C.13.8 Billing/Payment Certification

Payment to the Contractor for services satisfactorily performed shall be made by the Courts once the Contractor's certified invoice has been approved by the **COTR**, or in the case of a dispute, subject to final determination by the Contracting Officer.

C.13.9 Audits

At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Contractor's invoices or vouchers and statements of costs audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the Courts and a discrepancy of overpayment is found, the Courts shall be reimbursed for said overpayment within thirty (30) days after written notification.

C.14 FINAL INVOICE

C.14.1 The Contractor shall submit final electronic invoice (s) within thirty (30) days after the expiration of this contract. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

C.14.2 The Contractor must contact the COTR in order to obtain a D.C. Courts Release of Claims form. Upon receipt of the form, the Contractor must complete and submitted the Release of Claims form as well as provide a copy of the final electronic invoice to the COTR.

C.14.3 TAX EXEMPT

C.14.3.1 The Courts is exempt from taxation pursuant to D.C. Code 47-2005(1).

C.14.3.2 PROMPT PAYMENT ACT

The Courts will pay interest (late charge) on each electronically receipted and approved invoice pursuant to the Prompt Payment Act, 31 U.S.C. 3901 et seq.

C.15 CONTRACTING OFFICER (CO):

Contracts will be entered into and signed on behalf of the Courts only by Contracting Officer. The name, address and telephone number of the Contracting Officer is:

Darlene D. Reynold
Manager
Procurement & Contracts Branch
District of Columbia Courts
Administrative Services Division
700 6th Street, N.W., Suite 1250

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Washington, D.C. 20001
Telephone Number (202) 879-4264

C.15.1 Authorized Changes by the Contracting Officer:

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

C.16 Contracting Officer’s Technical Representative (COTR):

- a. The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor’s compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR or her Designee is authorized to place orders under this contract. The COTR for this contract is:

Elizabeth Felton, CIP Director/Program Manager – Abuse and Neglect
D.C. Superior Court
Family Court Operations
500 Indiana Avenue, N.W.
Room JM 100.19
Washington, DC 20001
202.879-4621
Elizabeth.Felton@dcsc.gov

- b. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- c. **The Contractor may 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 Court, to take all corrective action necessitated by reason of the unauthorized changes.**

C.17 CONTRACTOR’S CLEARANCE AND BACKGROUND REQUIREMENTS - CRIMINAL BACKGROUND CHECKS

C.17.1 The District of Columbia Courts (Courts) shall require name-based FBI fingerprint and Child Protection Registry clearance criminal background checks by means of fingerprints and National Criminal Information Center checks and procedures through the D.C. Metropolitan Police Department (MPD) and the Child Protection Registries of Washington, D.C. (DC), Maryland (MD) and Virginia (VA).

C.17.2 Within three (3) days of request by the Courts, the Offeror/ Contractor shall submit the completed District of Columbia Courts Security Clearance Form (form will be provided by the Courts) with information for each employee, consultant, trainee, volunteer and other personnel of the Contractor providing services including but not limited to those having direct contact with children (under the age of 18) or with individuals with intellectual disabilities, or providing services for the Criminal Division so a criminal background check may be conducted.

C.17.3 Within three (3) days of request by the Courts, the Offeror/ Contractor shall submit a completed and notarized Child Protective Registry forms for DC (mandatory), MD or VA (depending on your current residency). The Contracting Officer shall obtain clearance, through the Child and Family Services Agency (CFSA) Child Protective Register (CPR), for all Contractor personnel providing services with direct contact with children (under the age of 18) and with individuals with intellectual disabilities, to include salaried personnel, consultants, trainees, volunteers and all other personnel.

NOTE: 1. THE DISTRICT OF COLUMBIA CPR FORM MUST BE COMPLETED AND SUBMITTED ONLINE – **THIS IS A MANDATORY REQUIREMENT.**

District of Columbia -Child Protection Register (CPR) Check -

<https://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/DC-CFSA-CPR-Application-2023-English.pdf>

State of Maryland-Child Protective Services Program -

<https://dhs.maryland.gov/documents/Child%20Protective%20Services/1279A%20Background%20Clearance%20Form.pdf>

Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form -

https://www.dss.virginia.gov/files/division/licensing/background_index_childrens_facilities/founded_cps_complaints/032-02-0151-12-eng.pdf

DO NOT SUBMIT ANY CHECK WITH THESE FORMS. THE COURTS WILL COVER ALL APPLICABLE FEES.

2. **IF THE OFFEROR/CONTRACTOR IS NOT CURRENTLY A RESIDENT OF THE DISTRICT OF COLUMBIA, THEY MUST ALSO COMPLETE THE CPR FORM FOR THE STATE THAT THEY ARE CURRENTLY A RESIDENT (VA or MD) AND MAIL THE ORIGINAL COMPLETED FORM TO THE CONTACT PERSON LISTED BELOW:**

Princess Duffy
Administrative Services Division
District of Columbia Courts
500 Indiana Avenue, N.W.
Washington, D.C. 20001
Princess.duffy@dccsystem.gov
202-879-0476

PLEASE NOTE: MD and VA CHILD PROTECTION REGISTER CHECK FORMS MUST HAVE ORIGINAL SIGNATURE. FAX OR E-MAIL COPIES OF THE FORMS WILL NOT BE ACCEPTED

- C.17.4 The Contractor shall inform the Contracting Officer in writing, of any changes in staff, to include the full legal names of new or substituted key personnel under this contract. The Contractor shall inform the Contracting Officer of any changes prior to services being provided by replacement personnel. All key personnel changes are subject to the prior approval of the Contracting Officer.
- C.17.5 The Courts may require a Child Protective Register check on an annual basis, and a MPD criminal background check every two (2) years for personnel listed in Sections C.17.2 and C.17.3 above.
- C.17.6 The Courts reserves the right to reject any current or proposed person providing services under this contract based on the outcome of the criminal background, CPR or traffic record checks. No person who has been convicted of, pleaded nolo contendere, been found not guilty by reason of insanity, or is on probation before judgment or placement of a case upon a stet docket, for any of the offenses listed in sections (C.17.9)(1), (5), (7) or (8) of this Article, shall be permitted to provide services with direct contact with children or individuals with intellectual disabilities.
- C.17.7 **The offeror shall submit, with its offer, a signed District of Columbia Courts Background Check Statement affirmation (Attachment 2) for each person whom a criminal background check and Child Protective Registry check is required under Sections C.17.2 and C.17.3 of this Section stating whether or not the person:**
1. Has been convicted of any of the felony offenses listed in Section C.17.9 of this Article, or their equivalent, in the District of Columbia, or in any state or territory;
 2. Has pleaded nolo contendere to any of the felony offenses listed in section C of this Article, or their equivalent, in the District of Columbia, or in any state or territory;

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3. Is on probation before judgment or placement upon a stet docket of a case involving any of the felony offenses listed in section C.17.9, or their equivalent, in the District of Columbia, or in any state or territory; and
4. Has been found not guilty by reason of insanity, for any sexual offense or intra-family offense in the District of Columbia; or for any of the felony offenses listed in section C of this Article, or their equivalent, in the District of Columbia, or in any state or territory.

C.17.8 The list of felony offenses referred to in section C.17.8.1 of this Article are as follows:

- (1) Murder, attempted murder, manslaughter, or arson;
- (2) Assault, battery, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
- (3) Burglary;
- (4) Robbery;
- (5) Kidnapping;
- (6) Illegal use or possession of a firearm;
- (7) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
- (8) Child abuse or cruelty to children;
- (9) Unlawful distribution or possession of or possession with intent to distribute a controlled substance; and
- (10) Theft, fraud, forgery, extortion, blackmail, larceny, or identity theft.

C.17.9 The Court shall maintain a personnel file on each Contractor containing a cover letter, up-to-date resume or curriculum vitae detailing education and work experience as well as any current applicable licenses and certifications, a list of at least three (3) references, verification of the most recent college degree and a current job description detailing the work undertaken by the Contractor. The Contractor shall inform the COTR immediately of any and all issues arising, which may impede fulfillment of contractual obligations. The Court shall provide orientation sessions for each contractor detailing administrative procedures, services encompassing those required by Contract scope, CSSD's policies and practices to be adhered to under this contract.

C.17.10A Contractor that provides services as a covered child or youth services provider, as defined in section 202(3) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 et seq.), as amended (in this section, the "Act"), shall obtain criminal history records to investigate persons applying for employment, in either a compensated or an unsupervised volunteer position, as well as its current employees and unsupervised

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volunteers. The Contractor shall request criminal background checks for the following positions: All individuals providing direct service to the child, including volunteers.

C.17.11 The Contractor may not sub-contract services, nor can he or she make an offer of appointment to any individual (volunteer or other) whose position brings him or her into direct or indirect contact with a parent involved in a case.

C.17.12 Unless otherwise specified herein, the Court may conduct periodic criminal background checks throughout the duration of this contract.

C.18 MANDATORY REPORTING

For social workers licensed in Washington, DC, the Contractor's requirement pertaining to the duty to report suspected child abuse and neglect in Washington, DC is waived. §4-1321.02(b)(2)(A)(B) The Contractor is considered an employee of the legal counsel and the Contractor's relationship with the client falls under client-attorney privilege.

C.19 CONFIDENTIALITY:

During the course of this contract, the Contractor will have access to information that is deemed confidential by Federal and/or District Laws. Likewise, Contractors in this position will be held to the NASW Code of Ethics. A copy of this document will be provided upon orientation. The Contractor shall protect and hold strictly confidential all information to which the Contractor has access to, during the course of work under this contract. Contractor shall not disclose, directly or indirectly, any such information to third parties or use it for any purpose other than the work under this contract. Upon conclusion of work under this contract, the Contractor shall return any and all information, materials, notes, and/or other documentation related to the case and/or parties involved to the case, obtained from any sources during the course of the Contractor's employment.

C.20 COMPLETION OF CONTRACT:

Contractor shall have fulfilled its obligation when the Court determines the Contractor has consistently provided services as described in the Statement of Work (DC Courts Contract) until the end of the contract period.

C.21 COURTS RESPONSIBILITIES:

C.21.1 The Court shall evaluate the effectiveness of services provided by selected Contractors based upon on the above factors delineated in paragraph C.1 on through paragraph C.17.

C.21.2 The Court shall work closely with Contractors.

C.21.3 The Court shall provide space for Contractors to fulfill obligations.

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C.21.4 The Contractor shall be prepared to commence delivery of services detailed herein beginning upon notification by the Court.

C.21.5 The Court is responsible for providing all training, assessment and support materials.

SECTION D:

D.1 QUESTIONS CONCERNING THIS REQUEST MUST BE DIRECTED BY EMAIL TO:

Reginald Ramdat
Senior Contract Specialist
Procurement and Contracts Branch
Administrative Services Division
District of Columbia Courts
Telephone: 202-879-2865
700 6th Street, N.W., Suite 1250
Email Address: reginald.ramdat@dccsystem.gov

D.2 All questions must be submitted by email no later than 1:00 p.m. on May 20, 2024.

D.3 REQUEST FOR QUOTATION (RFQ) SUBMISSION:

Eligible offerors must submit a response to this request on or before close of business 1:00 p.m., May 24, 2024. The response must include a cover letter (limited to two (2) pages), a resume or curriculum vitae, any and all relevant licensing credentials specific to the field of criminal justice and social work, a minimum of three (3) references, of which at least two (2) must be professional references. Each response shall be properly indexed and include all information requested in this RFQ. Offerors shall submit responses by e-mail to:

Reginald.ramdat@dccsystem.gov

D.4 District of Columbia Courts General Provisions for use with Courts' Supply & Services Contracts, revised May 2017, is applicable to this procurement. Interested parties may download & view this document by visiting:

<https://www.dccourts.gov/about/procurement-contracts-branch>

D.5 RESTRICTION ON DISCLOSURE AND USE OF DATA:

Offerors who include in their proposals data that they do not want disclosed to the public or used by the Courts except for use in the procurement process shall so state in their proposal.

D.6 ETHICS IN PUBLIC CONTRACTING:

The Offeror shall familiarize itself with the Court's policy entitled "Ethics In Public Contracting". The Offeror shall abide by such provisions in submission of its proposal and performance of any contract awarded.

D.7 DISPUTES:

Any dispute arising under or out of this contract is subject to the provisions of Chapter 8 of the Procurement Guidelines of the District of Columbia Courts.

D.8 LAWS AND REGULATIONS:

All applicable laws, Courts rules, procurement guidelines and regulations shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out in full.

D.9 NON-DISCRIMINATION:

The Contractor agrees that it will comply with the nondiscrimination requirements set forth in D.C. Code, Section 2-1402.11(2001) which will be incorporated into any contract awarded. The Contractor agrees to comply with requests from the Courts to support the Contractor's adherence to this section.

D.10 DISCLOSURE OF INFORMATION:

- D.10.1 Any information made available by the District of Columbia Courts shall be used only for the purposes of carrying out the provisions of this contract and shall not be divulged nor made known in any manner to any person except as may be necessary in the performance of the contract.
- D.10.2 In performance of this Contract, the Contractor agrees to assume responsibility for protection of the confidentiality of Courts records and that all work shall be performed under the supervision of the Contractor or the Contractor's responsible employees.
- D.10.3 Each office or employee of the Contractor to whom information may be available or disclosed shall be notified in writing by the Contractor that information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions.
- D.10.4 No information regarding the Contractor's performance of the contract shall be disclosed by the Contractor to anyone other than the District of Columbia Courts

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officials unless written approval is obtained in advance from the Contracting Officer.

D.11 PUBLICITY:

The Contractor shall, at all times, obtain the prior written approval from the Court's Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

D.12 TYPE OF CONTRACT:

This is a firm-fixed hourly rate contract.

D.13 GOVERNING LAW:

This contract shall be construed in accordance with the laws of the District of Columbia, the D.C. Courts and federal government.

SECTION E:

E.1 EVALUATION CRITERIA:

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each response:

Item No.	EVALUATION CRITERIA	MAXIMUM POINTS
A.	QUALIFICATION: Relevant Qualification/Education. (Please refer to Sections C.10 and C.11)	0 – 60
B.	EXPERIENCE: Relevant Experience. (Please refer to Sections C.10 and C.11)	0 – 40
	TOTAL	100

E.2 Contract award will be based on the evaluation criteria. The Court may schedule interviews with the offerors who are determined to be highly qualified based on the evaluation criteria set forth above.

F.1 INSURANCE

1. General Requirements

The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. **The Contractor shall have its insurance broker or insurance company submit an endorsed Certificate of Insurance to the Contracting Officer giving the evidence of required coverage prior to commencing work under this contract.** In no event shall any work be performed until the required **Certificates of Insurance signed by an authorized representative of that insurer(s) have been provided to and accepted by the Contracting Officer.** All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed; have either an A.M. Best Company rating of A-VIII or higher.

All insurance shall set forth the District of Columbia Courts as an additional insured. The policies of insurance shall provide for at least thirty (30) day written notice to the District of Columbia Courts prior to their termination or material alteration. The Contractor shall require all subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limits in the declaration page is reduced via endorsement or the policy is cancelled prior to the expiration date shown on the certificate. The Contractor shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

2. Employer's General Liability Insurance

The Contractor shall provide General Liability Insurance as follows:

- a. \$1 million per accident for injury.**

3. Contractors must also have professional liability (malpractice) insurance.

4. Duration

The Contractor shall carry all required insurance until the contract work is accepted by the Courts and shall carry the required General Liability; and any required Employment Practices Liability Insurance for five (5) years following final acceptance of the work performed under this contract.

5. Liability

These are the required minimum insurance limits required by the Courts. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS WILL IN NO WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

6. Measure Of Payment

The Courts shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance in the contract price.

7. Notification

The Contractor shall immediately provide the Contracting Officer with written notice in the event its insurance has or will be substantially changed, cancelled or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.

8. Certificates Of Insurance

The Contractor shall submit Certificates of Insurance giving evidence of the required insurance coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Reginald Ramdat
Contract Specialist
700 6th Street, N.W.
Suite 1200
Washington, DC 20001
Phone: 202-879-2865
Reginald.ramdat@dccsystem.gov

9. Disclosure of Information

The Contractor agrees that the Courts may disclose the name and contact information of its insurers to any third party which presents a claim against the Courts 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.

G. PAYMENT IDENTIFICATION NO.

Please list below applicable vendor information:

Federal Tax I.D. Number: _____

Or

Social Security Number: _____

DUNS Number: _____

SAM's Unique Entity Identifier (UEI): _____

Legal Name of Entity: _____

RFQ No.: DCSC-24-RFQ-232

CAPTION: DEFENSE BASED SOCIAL WORK SERVICES

Street Address and/or Mailing Address: _____

City, State, and Zip Code: _____

Type of Business: _____

Telephone Number: _____

- A. **CONTRACTOR/OFFEROR MUST HAVE A VALID SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION IN ORDER TO BE ELIGIBLE FOR A CONTRACT AWARD. The SAM website address is <https://www.sam.gov>.**



DISTRICT OF COLUMBIA COURTS

Attachment 2



Human Resources Division
500 Indiana Avenue, NW
Washington, D.C. 20001-2131

CRIMINAL BACKGROUND CHECK AFFIRMATION FORM

Pursuant to the authority of 28 U.S.C. § 534 and 42 U.S.C. § 5119a; any individual providing or being considered for the provision of services to the District of Columbia Courts will be required to undergo a criminal background check.

- (1) Murder, attempted murder, manslaughter, or arson;
(2) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
(3) Burglary;
(4) Robbery;
(5) Kidnapping;
(6) Illegal use or possession of a firearm;
(7) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
(8) Child abuse or cruelty to children; or
(9) Unlawful distribution or possession of or possession with intent to distribute a controlled substance.

Directions: Circle one declaration to complete and affirm each statement.

I have / I have not been convicted of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

I have / I have not pleaded nolo contendere to any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

I am / I am not on probation before judgment or placement upon a stet docket of a case involving any of the felony offenses on the list above.

I have / I have not been found not guilty by reason of insanity of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

I hereby affirm my responsive declaration to each statement on this Affirmation form.

Date: Signature Printed Name

Division: Supervisor:

Are you an (please circle one): Employee Contractor Intern/Volunteer