



Cheryl R. Bailey, Ph.D.
Acting Executive Officer

Herbert Rouson, Jr., J.D.
Acting Deputy Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Louis W. Parker, MBA
Administrative Officer

**SOLICITATION (TASK ORDER REQUEST) NUMBER
DCSC-20-FSS-139**

FOR

EPIDEMIOLOGIST

ISSUED BY: DISTRICT OF COLUMBIA COURTS
ADMINISTRATIVE SERVICES DIVISION
PROCUREMENT AND CONTRACTS BRANCH
616 H STREET, N.W., ROOM 612

**SOLICITATION IS RESTRICTED TO FEDERAL SUPPLY
SCHEDULE
CONTRACTORS ONLY**

DATE ISSUED: Thursday, September 10, 2020

**CLOSING DATE & TIME: Tuesday, September 22, 2020
no later than 1:00 pm, EST**

Questions Concerning the Solicitation: If a prospective Offeror has any questions relating to this solicitation, the prospective Offeror shall submit the question electronically via email to Maribel Torres, Senior Contract Specialist at maribel.torres@dcsc.gov. Prospective Offerors shall submit questions no later than September, 15, 2020. The Courts will not consider any questions received after September 15, 2020.

Proposal Submission: Proposals must be submitted electronically via email to Maribel Torres, Senior Contract Specialist at maribel.torres@dcsc.gov no later than **1:00 PM on September 22, 2020**.

NOTE: Award will be made not later than September 30, 2020.

SECTION B: SUPPLIES OR SERVICES AND PRICE

- B.1** The District of Columbia Courts, Procurement and Contracts Branch, on behalf of the Capital Projects Division, is seeking a GSA Schedule Contractor to provide an Epidemiologist.
- B.2** The Courts contemplates award a single labor hour contract with fixed-unit price as a result of this solicitation to the responsive and responsible bidder who has the lowest bid.
- B.3** All companies submitting proposals in reference to this solicitation shall include a copy of its current GSA Federal Supply contract(s).
- B.4** Base Period will be twelve (12) months from date of award of the contract/contract (purchase) order.

B.5 PRICE SCHEDULE – Base and One (1) Option Years

B.5.1 Base Year

Contract Line Item No. (CLIN)	Description	Estimated Hours (Not to Exceed)	Hourly Rate	Extended Price
0001	Epidemiologist	1800	\$_____	\$_____

B.5.2 Option Year One (1)

Contract Line Item No. (CLIN)	Description	Estimated Hours (Not to Exceed)	Hourly Rate	Extended Price
1001	Epidemiologist	1800	\$_____	\$_____

Section C. Description/Specifications/Statement of Work

- C.1** The District of Columbia Courts (D.C. Courts) has an immediate need for a GSA contractor to provide an Epidemiologist.

C. 2 BACKGROUND:

The District of Columbia Courts (D.C. Courts) operate one of the busiest courthouse complexes in the country, processing over 100,000 cases each year, employing approximately 1,400 personnel and accommodating hundreds of employees of Federal and local agencies who are located on the court campus—all who directly serve the public, process court cases, and provide administrative support. On a daily basis, between 10,000 and 15,000 persons visit the D.C. Courts and between 200 and 400 prisoners are processed into the H. Carl Moultrie I Courthouse. In conducting these business operations, The D.C. Courts currently maintain 1.5 million gross square feet (GSF) of government-owned space within five buildings in Judiciary Square: the Historic Courthouse at 430 E Street N.W.; the H. Carl Moultrie I Courthouse at 500 Indiana Avenue N.W.; Building A at 515 5th Street N.W.; Building B at 510 4th Street N.W.; and Building C, the old Juvenile Court, at 410 E Street N.W. , in addition to its six off-site BARJ locations and leased space in the D.C. Gallery Place area.

To meet the demands of high-traffic and heavy public use, the D.C. Courts' facilities must be both functional and provide a safe and secure environment within which courts business is conducted. Given the current pandemic, the Courts have undertaken a number of proactive measures to better ensure the health and safety of staff and the public we serve. As part of this effort, the Courts are in the process of engaging contractual services to facilitate and conduct testing of its water and ventilation systems, as well providing for the engagement of an industrial hygienist that will review such test results and conduct independent examinations of the Courts' facilities. It is envisioned that these contractual services will augment the Courts' efforts in maintaining a healthy and safe environment within both public and workplace settings, while continuing to support the administration of justice.

C. 3 STATEMENT OF DUTIES TO BE PERFORMED BY THE EPIDEMIOLOGIST:

- The services provided by the *Epidemiologist* shall include responsibility for providing strategic planning, leadership, management, and technical expertise that will assist the Courts' executive leadership in ensuring a well-coordinated and effective approach in responding to concerns raised by the current pandemic, as well as in the continued development of strategic measures that will best ensure the health and safety of staff and the general public;

- The *Epidemiologist* shall also provide evidence-based technical advice to the Courts' Joint Committee on Judicial Administration, the Courts' executive leadership team, and the Courts' Pandemic Working Group in developing strategic approaches to mitigate the spread of disease, while recommending practices and policies that will best ensure the health and safety of all. This position shall serve as a senior strategic and technical advisor, that shall be expected to conduct surveillance aimed at monitoring health status and its correlates to identify trends or outbreaks of diseases or other adverse health events, regularly and in a systematic way provide data and information about corrective actions or programs to alleviate adverse health effects, and propose practices or policies based on such data and information that will promote and protect the health of staff and the general public.
- The *Epidemiologist* leads the analytical work in surveillance, detection, and prevention of diseases and injuries; manages methods of collecting, analyzing, and disseminating data related to chronic and infectious (primarily related to the current pandemic) diseases;
- The *Epidemiologist* leads the development of data collection tools for management and analysis of information collected during outbreaks or other issues that may arise; and may also be required to assist with the development of educational materials used by stakeholders;
- The *Epidemiologist* shall conduct or perform all special data analyses in response to data requests and special studies; drafts written reports, scientific articles, educational materials, presentations and summaries of survey projects, with graphics, such as graphs, charts and statistical tables;
- The *Epidemiologist* shall otherwise provide consultation services and may be required to coordinate or facilitate critical research or expert services as may be required by the D.C. Courts.
- Education: A Masters of Science in Public Health (MSPH) with specialization in epidemiology (MSPH) or a Masters of Public Health (MPH) with a concentration (or strong background) in epidemiology.
- 3-5 years of experience working with high-traffic and heavy public use government facility preferred.

SECTION D - Inspection and Acceptance

D.1 Inspection of Services.

“Services” as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.

The Contractor shall provide and maintain an inspection system acceptable to the Court covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Court during contract performance and for as long afterwards as the contract requires.

The Court has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Court will perform inspections and tests in a manner that will not unduly delay the work.

If the Court performs inspections or tests on the premises of the Contractor or subcontractor, the Contractor shall furnish, without additional charge, all reasonable facilities, and assistance for the safety and convenient performance of these duties.

If any of the services do not conform to the contract requirements, the Court may require the Contractor to perform these services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by performance, the Court may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and reduce the contract price to reflect value of services performed.

If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the Court may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the Court that is directly related to the performance of such services, or (2) terminate the contract for default.

Section E - Deliveries and Performance

E.1 Term of Contract

The term of the contract shall be twelve (12) months from date of award of the contract/purchase order.

E.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

E. 2.1 The Superior Court of the District of Columbia may extend the term of this contract for a period of one (1) *-year*, option period, 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. 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.

E. 2.2 If the Superior Court of the District of Columbia exercises this option, the extended contract shall be considered to include this option provision.

E.2.3 The price for the option period shall be as specified in the contract.

E. 2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

E.3 Deliverables:

All deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall complete the tasks and provide to the Contracting Officer Technical Representative (COTR) the deliverables specified on Section C.1.3 within the designated and/or agreed upon time frames.

SECTION F - Contract Administration Data

F.1 Invoice Payment

F.1.1 Payment/Invoices

The Courts will make invoice payments under the terms and conditions specified in the contract/purchase order. 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. 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 IPP. The SAM website address is <https://www.sam.gov>.

After contract and purchase order award, 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.

Payment request means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, at a minimum, the Contractors' electronic invoice shall include the following information:

- Name and address of the Contractor,
- The purchase order number,
- Invoice date,
- Invoice number,
- Name of the Contracting Officer Technical Representative (COTR),
- COTR email address, and
- Description, quality, unit of measure, and extended price of the services or supplies actually rendered.

Once the electronic invoice has been submitted through IPP, no later than 2 business days from the electronic submission, the Contractor must email and/or mail to the COTR a copy of the electronic invoice along with all the required supporting documentation as stated in the contract.

The Contracting Officer's Technical Representative (COTR) shall review each electronic invoice for certification of receipt of satisfactory services prior to authorization of payment.

F.2 Final Invoice

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.

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.

F.3 Tax Exempt

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

F.4 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.

F.5 Contracting Officer (CO)

F.5.1 Contracts will be entered into and signed on behalf of the Courts only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Louis W. Parker
Administrative Officer
Administrative Services Division
DC Courts
616 H Street, N.W., Suite 622
Washington, DC 20001
(202) 879-2803
Email: Louis.Parker@dcsc.gov

F.5.2 Authorized Changes by the Contracting Officer

F.5.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

- F.5.2.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- F.5.2.3** In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

F.6 Contracting Officer's Technical Representative (COTR)

- F.6.1** 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:

Dana Friend

Director

Capital Projects and Facilities Management Division

Address: 616 H Street, N.W., 6th

Washington, D.C. 20001

Phone Number: 202-879-2811

Email: Dana.Friend@dcsc.gov

- F.6.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- F.6.3** 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 Superior Court of the District of Columbia, to take all corrective action necessitated by reason of the unauthorized changes.

G.1 QUESTIONS CONCERNING THIS SOLICITATION MUST BE DIRECTED BY EMAIL TO:

Maribel Torres, CPPB
Senior Contract Specialist
Procurement and Contracts Branch
Administrative Services Division

DC Courts

Email Address: maribel.torres@dcsc.gov

Question shall be submitted no later than September, 15, 2020

H. Proposal Submission

Proposals must be submitted electronically via email to **Maribel Torres, Senior Contract Specialist** at maribel.torres@dcsc.gov no later than **1:00 PM on September 22, 2020.**

I.1 METHOD OF AWARD

I.1.1 The District of Columbia Courts reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the D.C. Courts of the District of Columbia.

I.1.2 The Courts contemplates award a single labor hour contract with fixed-unit price as a result of this solicitation to the responsive and responsible bidder who has the lowest bid.

I.1.3 BIDS WITH OPTION YEARS

The bidder shall include option year prices in its price/cost bid. A bid may be determined to be unacceptable if it fails to include option year pricing.