



REQUEST FOR PROPOSALS (RFP No.: ODCA- RFP-2018-01)

**STUDY OF ENROLLMENT IN DC PUBLIC SCHOOLS INCLUDING CURRENT
METHODOLOGY AND FUTURE PROJECTIONS**

Date: November 20, 2017

Questions Due by: December 1, 2017

Proposal Due Date: Monday, December 11, 2017, 5 pm EST

Contact: Stacie Pittell
Chief of Staff
Office of the District of Columbia Auditor
717 14th Street, NW, Suite 900
Washington, DC 20005
Email: stacie.pittell@dc.gov
Telephone: (202) 727-3600

ALL NOTIFICATIONS, RELEASES AND AMENDMENTS WILL BE POSTED AT:
www.dcauditor.org

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SECTION I—SUMMARY INFORMATION

Project Title: Study of DCPS Enrollment 2018

Issuing Agency: Office of the District of Columbia Auditor

Proposal Due: 5 PM EDT on December 11, 2017

Submit Proposals to: Ms. Stacie Pittell, Chief of Staff
Office of the District of Columbia Auditor
717 14th St, NW 9th Floor
Washington, DC 20005
Stacie.pittell@dc.gov

Submittals received after the stated time will be returned unopened and will not be considered. ODCA will select the proposal that shows the greatest ability to provide the best and most complete effort. The selection of a qualified proposal will be made no later than December 29, 2017.

Schedule: Public posting of Request for Proposal – November 20, 2017
Proposals Due at ODCA – December 11, 2017
Selection – December 29, 2017

Number of Copies: Two hard copies, one (1) digital PDF copy.

Performance Schedule: The actual schedule for performance of the project will be negotiated with the successful Proposer. ODCA wishes to hold as closely as possible to the following schedule:

January 2, 2018 – Notice to proceed issued to the Consultant following contract approval;

January 2018 – Meet with ODCA to identify research issues, clarify objectives, and agree on timeline.

June 30, 2018 – Provide preliminary report of findings.

August 30, 2018 – Provide final report

SECTION II - BACKGROUND

The mission of the Office of the D.C. Auditor is to support the Council of the District of Columbia by conducting performance audits that improve the economy, efficiency, and accountability of the D.C. Government. From time to time we contract with outside consulting firms for audits and evaluations. The agency has independent procurement authority and is not bound by the Procurement Practices Reform Act.¹ As part of a commitment to transparency and competitive contracting, we typically seek one or more proposals before entering into a contract for consulting services. The agency has broad authority including “access to all books, accounts, records, reports, findings, and all other papers, things, or property belonging to or in use by” all sectors of the District government.

Pursuant to a request by Councilmember Mary M. Cheh and one-time FY 2018 fiscal year funding provided in the District’s FY 2018 budget, ODCA is seeking proposals from qualified and experienced individuals/firms to conduct research to review the District’s current methodology for estimating enrollment in D.C. Public Schools, compare that methodology with best practices for student enrollment projections, estimate future enrollment based on the District’s demographic trends and propose a methodology by which the District can effectively forecast future enrollment.

This will be a fixed-price contract, commencing immediately following the contract award date. All work must be completed no later than September 15, 2018.

SECTION III--SCOPE OF WORK

The research and analysis will include but not be limited to:

1. Review and assess the processes by which the District of Columbia Public Schools, Office of the State Superintendent of Education, and Deputy Mayor for Education have predicted the enrollment in D.C. Public Schools with a focus on school years 2015-16, 2016-17 and 2017-18.
2. Research and describe best practices in enrollment projections and assess the extent to which the District has utilized best practices in the last three school years, including the manner in which District of Columbia enrollment projections have been utilized in making budget decisions and facilities decisions. Please identify jurisdictions that may be comparable to the District, and include best practices for 5- and 10-year public school enrollment projection methodology that currently informs facility planning in other communities that are experiencing population growth and have a high proportion of

¹ D.C. Code § 2-351.05(c)(10).

students attending charter and independent schools. Include an explanation on how other jurisdictions adjust their own 5- and 10-year enrollment projections based on annual reviews.

3. Conduct a demographic analysis of the District's population including reasons for and areas of growth and change in recent years, with a focus on school-age populations. Describe the historic trends in public, public charter, and private school enrollment in the District, and trends here and elsewhere that have been shown to have had an impact on choice in enrollment including such things as economic downturns, growth in average wages, and perceptions of success in school reform.
4. Provide a 5-year and a 10-year enrollment projection by grade level, pre-school through 12th grade and include a projected breakdown based on best-available data for D.C. Public Schools, D.C. Public Charter Schools, and D.C. independent schools. To the extent practicable, provide as detailed a geographical breakdown by grade as possible, including 5- and 10-year enrollment projections for each DCPS school.
5. Propose a replicable methodology for the District government to use going forward to projecting enrollment with the assumption that such projections will continue to be utilized in budgeting and facilities planning.
6. Produce a draft and final written report including the analyses detailed above. The final report by the consultant will be released publicly by ODCA accompanied by a letter of introduction by the D.C. Auditor.

SECTION IV – FORMAT

Proposers shall submit a signed original and copy, and an electronic copy in PDF format to stacie.pittell@dc.gov ODCA will not accept any proposals submitted via fax. Proposals shall be marked: "Proposal in Response to Solicitation No. **ODCA- RFP-2018-01.**"

Proposal Guidelines and Requirements:

Each proposer must demonstrate in their proposal that they have the professional capabilities needed to complete this project.

At a minimum, the proposal should contain the following:

Prior experience and qualifications. The Proposer/ should demonstrate prior experience in performing similar analyses. The Proposer/ should provide at least two references, preferably clients for whom similar work has been performed, including contact information.

Proposed Survey Team Members: Identify the person who will lead the work described and any additional team members and their qualifications, including a resume for each individual that describes the qualifications applicable to the performance of the tasks for which they would be responsible. ODCA must be notified of any personnel changes that may occur during the project. Provide billable hourly rate for each team member, which must be compliant with Wage Determination No. 2015-4281, Revision No. 7, dated July 25, 2017, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.).

Survey Schedule: Provide a calendar to define the proposed project schedule.

Cost Proposal: The cost proposal shall consist of the proposer's best fixed price assuming a time and materials contract. The cost proposal shall include the following categories

- A base hourly rate for each of the persons/positions named in the Personnel section above, along with an estimate of how many hours each will devote to the project, broken down by each item on the Scope of Work.
- Expenses – Reimbursable out-of-pocket expenses shall be provided on a per diem basis for the Washington DC metropolitan area according to the schedule established by the General Services Administration. Expenditures in excess of those amounts shall not be reimbursed without prior approval. Reimbursable expenses will be invoiced to ODCA on a monthly basis, and include all supporting documentation. Expenses will be paid by ODCA to Company within 30 days of receiving invoice and documentation.

Forms: Please submit signed copies of the following forms.

Certificate of Good Standing Request (Attachment A)
Tax Certification Affidavit (Attachment B)
Basic Business License Clean Hands Form (Attachment C)

SIGNING OF PROPOSALS

The Contractor shall sign the proposal and print or type its name on the Solicitation, Offer and Award form of this solicitation. Each proposal must show a full business address and telephone number of the proposer and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

All correspondence concerning the proposal or resulting contract will be mailed to the address shown on the proposal in the absence of written instructions from the proposer or contractor to the contrary. Any proposal submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any proposal submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Proposers shall complete and sign all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a proposal rejection.

LEGAL STATUS OF PROPOSER

Each proposal must provide the following information:

- Name, address, telephone number, D-U-N-S number and federal tax identification number of proposer;
- A copy of each District of Columbia license, registration or certification that the proposer is required by law to obtain. This mandate also requires the proposer to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2861 et seq., if the proposer is required by law to make such certification. If the proposer is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the proposer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- If the proposer is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

SECTION V – SELECTION CRITERIA

Proposals will be evaluated and selection will be made in consideration of the following criteria:

Proposal Evaluation

- Proposer's project team (including subcontractors) – overall knowledge, experience, expertise, and skills (30 points)
- Project Approach and demonstration of project understanding and issues (20 points)
- Proposer's past experience with similar projects (20 points)
- Proposer's experience and familiarity with District of Columbia and DC Public Schools (10 points)
- Cost of proposal (20 points)

Minimum Qualifications

The Proposer/ must meet all of the following minimum qualifications

- prior experience conducting similar research of comparable size, scope and complexity as that described in the Scope of Work;
- ability to perform within strict timetables and deadlines.

SECTION VI – GENERAL REQUIREMENTS

Single Point of Contact/Clarifying Information

The sole point of contact for proposal questions and all other contractual matters relating to this RFP, as well as requests for clarifying information may be submitted in writing to:

Name: Ms. Stacie Pittell
Title: Chief of Staff
717 14th Street, NW, Suite 900
Washington, DC 20005
Telephone: 202-727-3600
Email: stacie.pittell@dc.gov

In order to assure that no prospective Proposer may obtain a competitive advantage because of acquisition of information unknown to other prospective Proposer, answers to all written questions received will be posted on the Office of the District of Columbia Auditor's website under RFP No.: ODCA-RFP-2018-01.

RFP Availability

The request for proposals will be published on the Office of the District of Columbia Auditor's website at www.dcauditor.org. A proposal also may be obtained by written request to:

Name: Ms. Stacie Pittell
Title: Chief of Staff
717 14th Street, NW, Suite 900
Washington, DC 20005
Telephone: 202-727-3600
Email: stacie.pittell@dc.gov

APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The following document is hereby incorporated by reference and made a part of this solicitation and any resulting contract: Standard Contract Provisions for use with District of Columbia Government Supply and Services contracts (March 2007) (Attachment A). These Provisions may be found here:

http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf

DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Proposer shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not to Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the proposer is considered to be a certification by the signatory that:

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any proposer or competitor relating to:

- (i) those prices
- (ii) the intention to submit a contract, or
- (iii) the methods or factors used to calculate the prices in the contract.

2) The prices in this Contract have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before Contract opening unless otherwise required by law; and

3) No attempt has been made or will be made by the proposer to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

(b) Each signature on the proposal is considered to be a certification by the signatory that the signatory:

1) Is the person in the proposer's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the proposer's organization);

As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.

- (c) If the proposer deletes or modifies subparagraph (a) (2) above, the proposer must furnish with its proposal a signed statement setting forth in detail the circumstances of the disclosure.

FAMILIARIZATION WITH CONDITIONS (SERVICES)

Proposers shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Proposers will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

WITHDRAWAL OR MODIFICATION OF PROPOSALS

A proposer may modify or withdraw its proposal upon written or email notice if received at the location designated in the solicitation for submission of proposals, but not later than the exact time set for opening of proposals.

SECTION VII--SPECIAL PROVISIONS

Preference for Certified Business Enterprises Operating in the District of Columbia

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005;" effective October 20, 2005 (D.C. Law 16-33; D.C. Code §§ 2-218.01 *et seq.*); 27 DCMR § 800 *et seq.* [DC Law 12-268 (repealed)]; preferences shall be given to Proposers that are certified by the Department of Small and Local Business Development (DSLBD) as being a Certified Business Enterprise. There are six categories of certification: Local Business Enterprise (LBE), a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Resident Owned Business (ROB), Longtime Resident Business (LRB), and Local Business Enterprise with Principal Offices Located in an Enterprise Zone (DZE). (A copy of the certification acknowledgment letter must be submitted with the Proposer's submission and, if applicable, the Technical Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating a Proposer's/s proposal (Proposers may qualify for more than one of these categories, and no CBE is entitled to more than 12 points.):

CBE Category:	Points
Small Business Enterprises	3
Resident Owned Business	5
Longtime Business Enterprise	10
Local Business Enterprise	2
Enterprise Zone	2
Disadvantaged Business Enterprise	2

SECTION VIII -ATTACHMENTS

Certificate of Good Standing Request (Attachment A)

Tax Certification Affidavit (Attachment B)

Basic Business License Clean Hands Form (Attachment C)



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSING ADMINISTRATION
CORPORATIONS DIVISION

Government
Of the District of Columbia
DCRA
Corporations Division
P.O. Box 92300
WASHINGTON, D.C. 20090

APPLICATION FOR CERTIFICATE OF GOOD STANDING

The name of the organization: _____

My mailing address is: _____

Date: _____

Please check the "box" for the appropriate certificate and note the fee, make check payable to "DC Treasurer."

Select organization type:

- ☐ Business Corporation fee: \$15.00
- ☐ Nonprofit Corporation fee: \$30.00
- ☐ Limited Liability Company fee: \$15.00
- ☐ Limited Partnership fee: \$18.00
- ☐ Limited Liability Partnership fee: \$20.00
- ☐ Cooperative Association fee: \$ 1.00

By _____

Signature Name

Title _____

(Type or print)

Upon mailing the form, you will receive a response within 10 working days.

Please retain a copy for your records, make check payable to The D. C. Treasurer.

For General Information Call:

The Corporations Division - (202) 442-4432

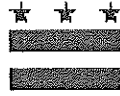
Please check our corporate website to view organizations required to register, to search business names, to obtain step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Simply log onto our website at www.dcrd.dc.gov, click on "Corporate Registrations" and procedure as prompted.

To ensure timely and accurate processing of this document, mail all required forms and payment to:

**Department of Consumer and Regulatory Affairs
Corporations Division
P.O. Box 92300
Washington, D.C. 20090**

**For Overnight Delivery send to:
Corporate
Bank of America
Attention: D.C. Government
Wholesale Lockbox # 92300
Mail code MD4-301-18-04
18th floor
225 North Calvert Street
Baltimore, Maryland 21202**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number

Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.



Basic Business License Clean Hands Form

LICENSE DIVISION

CLEAN HANDS SELF CERTIFICATION

TO THE APPLICANT: Please read this form carefully and completely before signing. The District government shall not issue or reissue any license or permit if the applicant owes it more than \$100 in outstanding debt. You must complete and submit this certification form with any application for a license or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Code Sec. 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec. 2(b), DC Code sec. 47-2861 et. seq.).

I, _____, as _____, certify that _____
(name) (owner/partner/corporate officer) (business name)
trading as _____ at _____, using business tax number _____,
(trade name) (business address) (FEIN/SSN)

as of this date, does not owe more than one hundred dollars (\$100) in outstanding debt to the District of Columbia government as a result of:

- (1) Fines, penalties or interest assessed pursuant to the Litter Control Administration Act of 1985, effective March 25, 1986 (DC Law 6-100; DC Code Sec. 8-801 (et. seq.) (2001 ed.); or
- (2) Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et. seq.) (2001 ed.); or
- (3) Fines, penalties or interest assessed pursuant to the Department of Consumer and Regulatory Affairs (DCRA) Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DC Code Sec. 2-1801.01 (et. seq.) (2001 ed.); or
- (4) Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code; or
- (5) Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34 Chapter 22 and 24 of the DC Code (2001 ed.); or
- (6) Fines, penalties or interest assessed pursuant to Traffic Adjudication Act, Title 50 Chapter 23 of the DC Code (2001 ed.)

I understand that a signed and dated Clean Hands Self Certification Form is required as documentation to accompany my application for a business license, license endorsements, and permits. I understand completing and submitting this form does not guarantee that my license or permit will be approved.

I understand that DCRA may conduct an investigation to ascertain the veracity of the information contained in this *Clean Hands Self Certification Form*.

I understand that if I knowingly provide false information on this Clean Hands Self Certification Form, DCRA will proceed immediately to revoke each license or permit for which I am applying and fine me one thousand dollars (\$1,000).

Signature and Title

FEIN/SSN

Date

For help with this form, please call (202) 442-4400.