GOVERNMENT OF THE DISTRICT OF COLUMBIA
TASK ORDER/DELIVERY ORDER FOR SERVICES
OFFEROR TO COMPLETE BLOCKS 18 & 29

1. REQUISITION NUMBER: RQ942936

PAGE: 1 of 11

2. TASK ORDER AGREEMENT NO.	3. Award/Effective Date	4. CONTRACT NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
CW49154	See Block 30c.	CW44467		

7. FOR SOLICITATION INFORMATION CONTACT Email:	A. NAME	B. TELEPHONE (No Collect Calls)	8. OFFER DUE DATE:
eric.brock@dc.gov	Eric Brock	202-727-8704	

9. ISSUED BY

Office of Contracting and Procurement
Information Technology Group
441 4TH Street, N.W., Suite 700 South
Washington, D.C. 20001

10. THIS ACQUISITION IS
- ☐ UNRESTRICTED
- ☐ SET ASIDE %FOR
- ☐ SMALL BUSINESS
- ☐ SMALL DISADV. BUS.
- ☒ DCSS

SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☒ N/A

12. PAYMENT DISCOUNT TERMS
Net 30 days

☐ 13. RESERVED

14. METHOD OF SOLICITATION
☒ RFTOP ☐ RFQ ☐ IFB ☐ RFP ☐ 2-STEP

15. CONTRACTOR / OFFEROR

SIRC
730 24th St NW, STE 3
Washington, DC 20037-2500
Phone:

15A DUNS NO. 15B TAX ID NO.

16. PAYMENT WILL BE MADE BY CODE

Office of the Chief Technology Officer/ Accounts Payable
200 I Street, SE,
Room 5410-D
Washington, DC 20003

17. DELIVER TO

Office of the Chief Technology Officer
200 I Street, SE, 5th Floor
Washington, DC 20003
United States

18. ADMINISTERED BY

Office of the Chief Technology Officer
200 I Street, SE, 5th Floor
Washington, DC 20003
United States

18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
☐

18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED
☐ SEE ADDENDUM

19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	Box Enterprise user Licenses Annual Maintenance	1000	Each		$105,000.00
0002	Consulting Services (See price schedule in Attachment B)	1	Lot		$30,000.00

25. ACCOUNTING AND APPROPRIATION DATA
PURCHASE ORDER NO. RQ942936

26. TOTAL AWARD (FOR GOVT. USE ONLY)
$135,000.00

27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE FEDERAL SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4.

28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: (1) CONTRACTOR'S Technical proposal THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE FEDERAL SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4.

29A. SIGNATURE OF OFFEROR /CONTRACTOR
Christy Wong

30A. DISTRICT OF COLUMBIA ~~(SIGNATURE OF CONTRACTING OFFICER)~~

29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	29C. DATE SIGNED	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	30C DATE SIGNED
Christy Wong	1/6/2017	Chris Yi Contracting Officer	1-9-17

1. SERVICES REQUIRED

The District of Columbia Office of Contracting and Procurement, on behalf of Office of Chief Technology Officer (OCTO) (District) is seeks to purchase Box Enterprise user licenses for secure external collaboration and sharing of content. The contractor is to provide a secure, IT-sanctioned method for collaborating from any device with external partners.

2. DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) NUMBER

CW44467

3. TASK ORDER NUMBER

CW49154

4. TERM OF CONTRACT

The base year shall be date of award through September 30, 2017.

5. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

Chris Yi
Office of Contracting and Procurement
441 4th Street, NW, Suite 700S
Washington, D.C. 20001
Chris.Yi@dc.gov

6. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

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

6.2 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 CO.

6.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, 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.

7. CONTRACT ADMINISTRATOR (CA)

7.1 The CA is responsible for the technical administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA 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 writing by the Contracting Officer. The CA for this task order is:

Anup Sharmar
Office of the Chief Technology Officer
200 I Street, SE, Washington, DC 20003
Phone:
Email: Anup.Sharmar@dc.gov

7.2 It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

7.3 Contractor shall 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 District, to take all corrective action necessitated by reason of the unauthorized changes.

8. ORDERING

8.1 Any supplies and services to be furnished under this Task Order contract must be ordered by issuance of delivery orders by the CO. Such orders may be issued during the term of this contract.

8.2 All delivery orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order and this contract, including the applicable provisions of Contractor's DC Supply Schedule, the contract shall control.

8.3 If mailed, a delivery order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

8.4 Services to be furnished under this contract will be ordered by the Contract Administrator specified in Section 7.

9. COMPENSATION AND PAYMENT

9.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

9.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

10. INVOICE SUBMITTAL

10.1 The Contractor shall submit proper invoices upon completion of services. Invoices shall be prepared and submitted to the Office of Finance and Resource Management (OFRM) and the Office of the Chief Technology Officer (OCTO). The address of the OCTO is:

Office of the Chief Technology Officer/ Accounts Payable
200 I St. SE, Room 5410-D
Washington, DC 20003
Phone: 1(202) 727-2277
octo.accountspayable@dc.gov

10.2 To constitute a proper invoice, the Contractor shall submit the following information:

a. Contractor's FEIN and invoice date (Contractor shall date invoices as of the date of transmittal)
b. Contract number, purchase order number, and invoice number
c. Job title, NTE rate, number of hours, and the date(s) the services were performed
d. Name, title, telephone number and complete mailing and email address of the responsible official to who payment is to be sent
e. Name, title, phone number of person preparing the invoice;
f. Name, title, phone number and email address (if different from the person identified in above item) to be notified in the event of defective invoice; and
g. Authorized signature

11. DELIVERABLES

The Contractor shall perform all activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in Section 7 in accordance with the following:

Item No.	Deliverable	Quantity	Format and Method of Delivery	Due Date
0001	Project plan (A.5.4.1)	1	Digital/word document	2 weeks after Award of contract
0002	Standard Box Service SSO overview presentation (A.5.4.2).	1	Digital/word document	1 weeks from A1
0003	Configuration design document. Communication templates and Box Admin Governance document (A.5.4.3)	1	Digital/word document	1 weeks from A2
0004	Service Ownership & Administration Plan (A.5.4.4)	1	Digital/word document	1 weeks from A3
0005	Recordings of the Box User Essentials training (.mp4 format) (A.5.4.4)	1	.mp4 format	1 weeks from A4
0006	Deployment Assessment & Go-Forward Plan Document (A.5.4.4)	1	Digital/word document	2 weeks from A5

12. ATTACHMENT

Attachment A – Statement of Work
Attachment B - Price Schedule
Attachment C – Price Quote – Date (December 28, 2016)

ATTACHMENT A
Statement of Work

A.1 Scope

The District of Columbia Office of Contracting and Procurement, on behalf of Office of Chief Technology Officer (OCTO) (District) is seeks to purchase Box Enterprise user licenses for secure external collaboration and sharing of content. The contractor is to provide a secure, IT-sanctioned method for collaborating from any device with external partners.

A.2 Applicable Documents

None

A.3 Definitions

None

A.4 Background

OCTO is in the process of implementing, configuring, customizing and/or integrating Box's proprietary hosted application(s) (the "Box Service") into its business environment. This is a new need for OCTO, seeking to provide a secure, IT-sanctioned method for collaborating from any device with external partners.

OCTO's Proof of Concept users will have access to Box and utilize the capabilities to collaborate with external partners from any device at any time. Additionally, OCTO will have a recommended General Availability deployment plan for future use cases and users.

The proof of concept users will have access to Box and utilize the capabilities to collaborate with external partners from any device at any time. Additionally, OCTO will have a recommended General Availability deployment plan for future use cases.

A.5 Requirements

A.5.1 The Contractor shall attend a Kick-Off Meeting to review goals and objectives, and to discuss technical requirements, administrative matters, security requirements, project transition and the milestone schedule. The meeting shall be held at a location to be determined by the Government/Client representative.

A.5.1 The Contractor shall assist OCTO's staff as set forth below (the "Project"). The Contractor shall commit resources to work on the Project (the "Project Team").

A.5.2 The Contractor shall work to integrate the Box Service with the OCTO's environment and deploy Box to a specified Proof of Concept ("PoC") user group. Based upon PoC feedback, a recommended plan shall be developed for General Availability ("GA") rollout of Box to the Customer's enterprise.

a. Technical & Functional – Integration of the Box Service with OCTO's existing business systems and processes for ongoing maintenance and user access
b. Change Management: Design of end user engagement plan and execution of training and communications to enable end user adoption

A.5.3 The Contractor shall provide Licenses for Box Application and support;

A.5.4 The Contractor shall provide Consulting services include:

A.5.4.1 Planning

a. Validate and document business objective(s) and use case(s) and define and document value proposition to guide change management activities;
b. Provide and Administer Box Admin Essential training to 5 administrators (users);
c. Identify existing Box Service Users registered with company email domain;
d. Provide a project plan for carrying out tasks outlined in the scope of work;

A.5.4.2 Connecting to Box Application

a. Setup Single Sign-On ("SSO"). Create SSO connection from Customer's Identity Provider to Box's Service provider. This will include configuring, testing and deploying SSO connection, conducting application integration setup and install overview and providing consulting on configuration and testing of integration;
b. Determine deployment strategy for native Box Service applications;
    i. In scope applications include;
        1) Box Edit
        2) Box for Office
    ii. Provide application packaging details and deployment guidance;
c. Determine 3rd party mobile productivity applications that may be applicable to in-scope use cases;

A.5.4.3 Configuring Box Application

a. Determine and configure Enterprise Settings in the Box Admin Console;
b. Design top level folder structure for the enterprise;
    i. Determine top level folder security properties;
    ii. Determine access model (e.g. Box Groups, SSO Groups, etc.);
c. Determine User provisioning and de-provisioning approach (e.g. SSO Auto-Provisioning, Bulk Add/Delete, API);
d. Determine content migration strategy. In scope content migration activities include the following:
    i. Discussion of content migration methods to the Box Service and recommendations
e. Determine communications, training and engagement plan
    i. Create initial communications plan (timeline and vehicles)
    ii. Box to provide communications templates
    iii. Define end user training plan

A.5.4.4 Deploy Box application

a. Document high level Box Service responsibilities and shared helpdesk support model;
b. Setup shared helpdesk;
    i. 10 seats of Box Helpdesk Essentials training included
    ii. Define technical issue escalation procedures
c. Notify and migrate existing users with a Customer Domain Box Service account into the enterprise
d. Deploy Users
e. Deploy enterprise communications

i. Pre-launch communication
ii. Go-live communication

f. Deploy and provide end user training
   i. Provide standard end user training resources
      1) 10 seats in live Box User Essentials course for power users or business champions

g. Deliver Custom End User Training – Standard Course, Private Delivery
   i. 2 virtual live private deliveries of Box User Essentials (60 minutes)

h. Provide Service Ownership & Administration Plan

A.5.4.5 Optimize Box Application

a. Conduct post-deployment assessment using the following:
   i. Adoption and usage reporting tools
b. Review project accomplishments and go-forward recommendations
c. Conduct transition to Customer Success Manager
d. Begin 2 weeks post go-live support
e. Provide Deployment Assessment & Go-Forward Plan Document

A.5 Deliverables

A.6.1 The Contractor shall deliver the following:

Item No.	Deliverable	Quantity	Format and Method of Delivery	Due Date
0001	Project plan (A.5.4.1)	1	Digital/word document	2 weeks after Award of contract
0002	Standard Box Service SSO overview presentation (A.5.4.2).	1	Digital/word document	1 weeks from A1
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0006	Deployment Assessment & Go-Forward Plan Document (A.5.4.4)	1	Digital/word document	2 weeks from A5

A.6.2 The Contractor shall deliver all items listed under "Attachment B" (Price Schedule) within 30 days from date of award.

ATTACHMENT B Price Schedule

B.1 The District of Columbia Office of Contracting and Procurement, on behalf of Office of Chief Technology Officer (OCTO) (District) is seeks to purchase Box Enterprise user licenses for secure external collaboration and sharing of content. The contractor is to provide a secure, IT-sanctioned method for collaborating from any device with external partners.

B.2 The District contemplates award of a Firm Fixed Price contract.

B.3 PRICE SCHEDULE

B.3.1 BASE YEAR (DATE OF AWARD THROUGH SEPTEMBER 30, 2017)

Contract Line Item No. (CLIN)	Product No.	Description	Quantity	Total Price
0001	427-ENT1000	1,000 Box Enterprise user Licenses Annual Maintenance	1,000 each	$ 105,000.00
0002	CON-CE	Consulting Services for the tasks outlined in requirements	1 Lot	$ 30,000.00
Total Price				$ 135,000.00

B.3.2 OPTION YEAR ONE

CLIN	Product No.	Description	Quantity	Total Price
1001	427-ENT1000	Box Enterprise user Licenses Annual Maintenance	1,000 each	$105,000.00
Total Price				$ 105,000.00

B.3.3 OPTION YEAR TWO

CLIN	Product No.	Description	Quantity	Total Price
2001	427-ENT1000	Box Enterprise user Licenses Annual Maintenance	1,000 each	$105,000.00
Total Price				$ 105,000.00

B.3.4 OPTION YEAR THREE

CLIN	Product No.	Description	Quantity	Total Price
3001	427-ENT1000	Box Enterprise user Licenses Annual Maintenance	1,000 each	$105,000.00
Total Price				$ 105,000.00

B.3.5 OPTION YEAR FOUR

CLIN	Product No.	Description	Quantity	Total Price
4001	427-ENT1000	Box Enterprise user Licenses Annual Maintenance	1,000 each	$105,000.00
Total Price				$ 105,000.00

B.2 Price Summary

Description	**Total**
Base Year	$135,000.00
Option Year 1	$105,000.00
Option Year 2	$105,000.00
Option Year 3	$105,000.00
Option Year 4	$105,000.00
Grand Total for Sections B.1.1 through B.1.5	$ 555,000.00