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|---|---|---|--|--|------------|---|--------------|
| GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29 | | | | 1. REQUISITION NUMBER RQ943653 | | PAGE 1 of 5 | |
| 2. TASK ORDER AGREEMENT NO. CW49341 | | 3. Award/Effective Date See 30C. below | | 4. CONTRACT NUMBER VA-160304-MCS | | 5. SOLICITATION NUMBER Doc295757 | |
| 7. FOR SOLICITATION INFORMATION CONTACT: Contract Specialist Email: Alisha.wright@dc.gov | | A. NAME Alisha Wright | | B. TELEPHONE (No Collect Calls) (202) 738-7264 | | 6. SOLICITATION ISSUE DATE 12/27/2016 | |
| 9. ISSUED BY Office of Contracting and Procurement Information Technology Division 441 4TH Street NW, Suite 700S Washington, D.C. 20001 | | 10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> COG Rider <input checked="" type="checkbox"/> Cooperative Agreement SIC: VITA Software Contract SIZE STANDARD: | | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> N/A <input type="checkbox"/> 13. RESERVED 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOB <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP | | 12. PAYMENT DISCOUNT TERMS Net 30 days | |
| 15. CONTRACTOR / OFFEROR Microsoft Corporation One Microsoft Way Redmond, WA 98052 POC: Michael Swisher, Delivery Manager Phone: 703-657-1677 Email: Michael.swisher@microsoft.com | | 16. PAYMENT WILL BE MADE BY DC Office of the CTO (Accts Payable) 200 I St. SE Washington, DC 20003 Phone: (202) 727-2277 | | | | | |
| 15A DUNS NO. ██████████ 15B TAX ID NO. ██████████ | | 18. ADMINISTERED BY Office of the Chief Technology Officer 200 I Street S.E. Washington, DC 20003 | | | | | |
| 17. DELIVER TO Office of the Chief Technology Officer Attn: Jonquil Prophet 200 I Street S.E. Washington, DC 20003 Phone No.: 202-481-3830 Email: jonquil.prophet@dc.gov | | 18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/> | | | | | |
| 18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM | | | | | | | |
| 19 ITEM NO. | 20 SCHEDULE OF SUPPLIES/SERVICES | | | 21 QUANTITY | 22 UNIT | 23 UNIT PRICE | 24 AMOUNT |
| 0001 | Hours for Support Account Management | | | 350 | Hr. | \$227.00 | \$79,450.00 |
| 0002 | Hours for Support Assistance | | | 315 | Hr. | \$232.00 | \$73,080.00 |
| 0003 | Hours for Problem Resolution Support | | | 200 | Hr. | \$220.00 | \$44,000.00 |
| 0004 | Third Tier Support Exchange Server | | | 5 | lot | \$18,093.00 | \$18,093.00 |
| 0005 | Third Tier Support SharePoint Server | | | 5 | lot | \$9,063.00 | \$9,063.00 |
| 0006 | Third Tier Support SQL Server | | | 1 | Each | \$4,511.00 | \$4,511.00 |
| 0007 | Third Tier Support System Center | | | 1 | Each | \$4,511.00 | \$4,511.00 |
| 0008 | Third Tier Support Windows Server | | | 1 | Each | \$4,511.00 | \$4,511.00 |
| 0009 | Onsite Services Resource Site Visits | | | 12 | Each | \$95.00 | \$1,140.00 |
| 0010 | Unlimited Access to Premier Online Services | | | 1 | Each | \$0.00 | \$0.00 |
| 0011 | Hours for Designated Support Engineering for Exchange | | | 400 | Hr. | \$259.00 | \$103,600.00 |
| 25. ACCOUNTING AND APPROPRIATION DATA PURCHASE ORDER NO. | | | | | | 26. TOTAL AWARD (FOR GOVT. USE ONLY) \$341,959.00 | |
| 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 DCSS CONTRACT IDENTIFIED IN BLOCK 4. | | | | 28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: THIS TASK ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE DCSS CONTRACT IDENTIFIED IN BLOCK 4. | | | |
| 29A. SIGNATURE OF OFFEROR/CONTRACTOR David T. Gallagher DocuSigned By: David T. Gallagher | | | | 30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) Chris Yi | | | |
| 29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) David T. Gallagher, Director of Contracts | | 29C. DATE SIGNED 1/10/2017 | | 30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Chris Yi Contracting Officer | | 30C. DATE SIGNED 1-13-17 | |

1. SERVICES REQUIRED

The Office of Contracting and Procurement (OCP), on behalf of Office of the Chief Technology Officer (OCTO) has a requirement to renew Microsoft Premier Support Services.

2. PRICE SCHEDULE

The District awards a firm-fixed-price task order against The Virginia Information Technologies Agency (VITA) Software Contract #VA-160304-MCS.

See Attachment B

3. TERM OF CONTRACT

The term of the task order shall be one (1) year from the date of award specified on the cover page of this task order.

4. OPTION TO EXTEND THE TERM OF THE CONTRACT

- 4.1** The District may extend the term of this contract for a period of four (4) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District 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.
- 4.2** If the District exercises this option, the extended contract shall be considered to include this option provision.
- 4.3** The price for the option period(s) shall be as specified in the Section B of the contract.
- 4.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

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
Contracting Officer
Office of Contracting and Procurement
200 I Street, SE
Washington, DC 20003
Office: 202-724-5069
E-mail: chris.yi@dc.gov

5.1 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- 5.1.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 5.1.2** 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.
- 5.1.3** 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.

6. CONTRACTS ADMINISTRATOR (CA)

- 6.1** 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:

Jonquil Prophet, IT Logistics & Procurement Project Manager
Office of the Chief Technology Officer
200 I Street, S.E.
Washington, DC 20003
Phone No.: 202-481-3830
Email: jonquil.prophet@dc.gov

- 6.2** 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.
- 6.3** 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.

7. ORDERING

Products and services to be furnished under this task order shall be ordered by the Contracting Officer specified in Section 5 above. Such products and services may be provided from the date of award through one (1) year thereafter. Orders may be issued by facsimile or by electronic methods.

8. COMPENSATION AND PAYMENT

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

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

9. INVOICE SUBMITTAL

- a) The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in this task order. Invoices shall be prepared in duplicate and submitted to the Office of the Chief Technology Officer with a concurrent copy to the Contracts Administrator (CA) specified in Section 6 above.

The address of the Office of the Chief Technology Officer is:

DC Office of the CTO (Accts Payable)
200 I St. SE
Washington, DC 20003
Phone: (202) 727-2277

- b) To constitute a proper invoice, the Contractor shall submit the following information:
- i. Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
 - ii. Task Order Agreement Number and Purchase Order Number. Assignment of an invoice number by the contractor is also recommended;
 - iii. Description, price, quantity, and dates of work actually performed;
 - iv. Other supporting documentation or information, as required by the Contracting Officer;
 - v. Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
 - vi. Name, title, phone number of person preparing the invoice;

vii. Authorized signature.

10. INCORPORATED DOCUMENTS

The Contractor shall perform under this task order pursuant to the terms of the following documents that are hereby incorporated by reference and made a part of this contract, which in the event of a conflict shall be resolved by giving precedence in the order of priority listed below:

- (1) This Task Order blocks 1 through 30C and sections 1 through 10.
- (2) Attachment A – Specifications/Work Statement
- (3) Attachment B – Price Schedule

The following list of attachments is incorporated into the task order by reference.

- (4) The Virginia Information Technologies Agency (VITA) Software Contract # VA-160304-MCS

ATTACHMENT A - SPECIFICATIONS/WORK STATEMENT

A.1 SCOPE

The Office of Contracting and Procurement (OCP), on behalf of Office of the Chief Technology Officer (OCTO) has a requirement to renew Microsoft Premier Support Services.

A.2 APPLICABLE DOCUMENTS

Not Applicable

A.3 DEFINITIONS

Not Applicable

A.4 BACKGROUND

The DC Government email infrastructure is based on the Microsoft Active Directory and Microsoft Exchange core services. Email is a mission-critical operation and emergency service for the DC Government. As such, the DC Government citywide email system is vital to the daily operation and emergency preparedness capability of our government. Due to the size and scale of the District's email environment the Citywide Messaging program runs a very robust email system that has been highly customized to support the large number of users as well as a complex DC Government Active Directory environment comprising of over 30 different Active Directory forests.

The Citywide Messaging program utilizes Microsoft Premier Support services to provide an additional level of support for the Microsoft Exchange 2007 environment that is the core of the DC Government email infrastructure. Because Microsoft is the software vendor that develops Microsoft Exchange and Microsoft Outlook, they are strategically positioned to provide an additional level of support for the District's email infrastructure. As part of the Microsoft Premier Services support contract, the DC Government would receive Tier-3 support for the core Microsoft products, such as Active Directory, Exchange 2007, SharePoint, SQL, DPM, just to name a few. In addition to reactive support and early access to updates and security vulnerability notifications we would also receive proactive support in the form of Active Directory and Microsoft Exchange Health Checks also known as ADRAP and EXRAP.

A.5 REQUIREMENTS

A.5.1 The contractor shall provide all of the following items:

| Item No. | Description | Quantity (up to) |
|----------|---|---------------------|
| 0001 | Hours for Support Account Management | 350 |
| 0002 | Hours for Support Assistance | 315 |
| 0003 | Hours for Problem Resolution Support | 200 |
| 0004 | Third Tier Support Exchange Server | 5 |
| 0005 | Third Tier Support SharePoint Server | 5 |
| 0006 | Third Tier Support SQL Server | 1 |
| 0007 | Third Tier Support System Center | 1 |
| 0008 | Third Tier Support Windows Server | 1 |
| 0009 | Onsite Services Resource Site Visits | 12 |
| 0010 | Unlimited Access to Premier Online Services | 1 |
| 0011 | Hours for Designated Support Engineering for Exchange | 400 |

ATTACHMENT B – PRICE SCHEDULE

B.1 The District of Columbia Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Officer (OCTO) (District) is seeking a contractor to provide Microsoft Premier Support Services.

B.2 The District contemplates award of a firm-fixed-price contract in accordance with 27 DCMR Chapter 24.

B.3 AGGREGATE GROUP OR INDIVIDUAL ITEM

Award, if made, will be to a single bidder in the aggregate for those groups of items indicated by “Aggregate Award Group” herein. Bidder must quote unit prices on each item within each group to receive consideration. Award, if made, on all other items will be on an individual item basis.

B.4 PRICE SCHEDULE – FIRM FIXED PRICE**B.4.1 BASE YEAR**

| Item No. | Description | Quantity (up to) | Unit Cost | Extended Cost |
|--------------------------------------|---|-------------------------|------------------|----------------------|
| 0001 | Hours for Support Account Management | 350 | \$227.00 | \$79,450.00 |
| 0002 | Hours for Support Assistance | 315 | \$232.00 | \$73,080.00 |
| 0003 | Hours for Problem Resolution Support | 200 | \$220.00 | \$44,000.00 |
| 0004 | Third Tier Support Exchange Server | 5 | \$18,093.00 | \$18,093.00 |
| 0005 | Third Tier Support SharePoint Server | 5 | \$9,063.00 | \$9,063.00 |
| 0006 | Third Tier Support SQL Server | 1 | \$4,511.00 | \$4,511.00 |
| 0007 | Third Tier Support System Center | 1 | \$4,511.00 | \$4,511.00 |
| 0008 | Third Tier Support Windows Server | 1 | \$4,511.00 | \$4,511.00 |
| 0009 | Onsite Services Resource Site Visits | 12 | \$95.00 | \$1,140.00 |
| 0010 | Unlimited Access to Premier Online Services | 1 | \$0.00 | \$0.00 |
| 0011 | Hours for Designated Support Engineering for Exchange | 400 | \$259.00 | \$103,600.00 |
| Grand Total for 4.1 Base Year | | | | \$341,959.00 |

B.4.2 OPTION YEAR ONE

| Item No. | Description | Quantity (up to) | Unit Cost | Extended Cost |
|--|---|-------------------------|------------------|----------------------|
| 1001 | Hours for Support Account Management | 350 | \$238.00 | \$83,300.00 |
| 1002 | Hours for Support Assistance | 315 | \$244.00 | \$76,860.00 |
| 1003 | Hours for Problem Resolution Support | 200 | \$231.00 | \$46,200.00 |
| 1004 | Third Tier Support Exchange Server | 5 | \$19,001.00 | \$19,001.00 |
| 1005 | Third Tier Support SharePoint Server | 5 | \$9,514.00 | \$9,514.00 |
| 1006 | Third Tier Support SQL Server | 1 | \$4,736.00 | \$4,736.00 |
| 1007 | Third Tier Support System Center | 1 | \$4,736.00 | \$4,736.00 |
| 1008 | Third Tier Support Windows Server | 1 | \$4,736.00 | \$4,736.00 |
| 1009 | Onsite Services Resource Site Visits | 12 | \$100.00 | \$1,200.00 |
| 1010 | Unlimited Access to Premier Online Services | 1 | \$0.00 | \$0.00 |
| 1011 | Hours for Designated Support Engineering for Exchange | 400 | \$272.00 | \$108,800.00 |
| Grand Total for 4.2 Option Year One | | | | \$359,083.00 |

B.4.3 OPTION YEAR TWO

| Item No. | Description | Quantity (up to) | Unit Cost | Extended Cost |
|--|---|-------------------------|------------------|----------------------|
| 2001 | Hours for Support Account Management | 350 | \$250.00 | \$87,500.00 |
| 2002 | Hours for Support Assistance | 315 | \$255.00 | \$80,325.00 |
| 2003 | Hours for Problem Resolution Support | 200 | \$242.00 | \$48,400.00 |
| 2004 | Third Tier Support Exchange Server | 5 | \$19,890.00 | \$19,890.00 |
| 2005 | Third Tier Support SharePoint Server | 5 | \$9,948.00 | \$9,948.00 |
| 2006 | Third Tier Support SQL Server | 1 | \$4,973.00 | \$4,973.00 |
| 2007 | Third Tier Support System Center | 1 | \$4,973.00 | \$4,973.00 |
| 2008 | Third Tier Support Windows Server | 1 | \$4,973.00 | \$4,973.00 |
| 2009 | Onsite Services Resource Site Visits | 12 | \$105.00 | \$1,260.00 |
| 2010 | Unlimited Access to Premier Online Services | 1 | \$0.00 | \$0.00 |
| 2011 | Hours for Designated Support Engineering for Exchange | 400 | \$285.00 | \$114,000.00 |
| Grand Total for 4.3 Option Year Two | | | | \$376,242.00 |

B.4.4 Option Year Three

| Item No. | Description | Quantity (up to) | Unit Cost | Extended Cost |
|--|---|-------------------------|------------------|----------------------|
| 3001 | Hours for Support Account Management | 350 | \$261.00 | \$91,350.00 |
| 3002 | Hours for Support Assistance | 315 | \$267.00 | \$84,105.00 |
| 3003 | Hours for Problem Resolution Support | 200 | \$253.00 | \$50,600.00 |
| 3004 | Third Tier Support Exchange Server | 5 | \$20,827.00 | \$20,827.00 |
| 3005 | Third Tier Support SharePoint Server | 5 | \$10,395.00 | \$10,395.00 |
| 3006 | Third Tier Support SQL Server | 1 | \$5,190.00 | \$5,190.00 |
| 3007 | Third Tier Support System Center | 1 | \$5,190.00 | \$5,190.00 |
| 3008 | Third Tier Support Windows Server | 1 | \$5,190.00 | \$5,190.00 |
| 3009 | Onsite Services Resource Site Visits | 12 | \$109.00 | \$1,308.00 |
| 3010 | Unlimited Access to Premier Online Services | 1 | \$0.00 | \$0.00 |
| 3011 | Hours for Designated Support Engineering for Exchange | 400 | \$298.00 | \$119,200.00 |
| Grand Total for 4.4 Option Year Three | | | | \$393,355.00 |

B.4.5 OPTION YEAR FOUR

| Item No. | Description | Quantity (up to) | Unit Cost | Extended Cost |
|---|---|-------------------------|------------------|----------------------|
| 4001 | Hours for Support Account Management | 350 | \$272.00 | \$95,200.00 |
| 4002 | Hours for Support Assistance | 315 | \$278.00 | \$87,570.00 |
| 4003 | Hours for Problem Resolution Support | 200 | \$264.00 | \$52,800.00 |
| 4004 | Third Tier Support Exchange Server | 5 | \$21,770.00 | \$21,770.00 |
| 4005 | Third Tier Support SharePoint Server | 5 | \$10,817.00 | \$10,817.00 |
| 4006 | Third Tier Support SQL Server | 1 | \$5,413.00 | \$5,413.00 |
| 4007 | Third Tier Support System Center | 1 | \$5,413.00 | \$5,413.00 |
| 4008 | Third Tier Support Windows Server | 1 | \$5,413.00 | \$5,413.00 |
| 4009 | Onsite Services Resource Site Visits | 12 | \$114.00 | \$1,368.00 |
| 4010 | Unlimited Access to Premier Online Services | 1 | \$0.00 | \$0.00 |
| 4011 | Hours for Designated Support Engineering for Exchange | 400 | \$311.00 | \$124,400.00 |
| Grand Total for 4.5 Option Year Four | | | | \$410,164.00 |

B.4.6 PRICE SCHEDULE SUMMARY

| Contract Line Item No. (CLIN) | Period of Performance | Total Price |
|--|----------------------------------|-----------------------|
| 0001 | Base Year CLIN 0001-0011 | \$341,959.00 |
| 0002 | Option Year One CLIN 1001-1011 | \$359,083.00 |
| 0003 | Option Year Two CLIN 2001-2011 | \$376,242.00 |
| 0004 | Option Year Three CLIN 3001-3011 | \$393,355.00 |
| 0005 | Option Year Four CLIN 4001-4011 | \$410,164.00 |
| Grand Total for B.4 | | \$1,880,803.00 |