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

1. REQUISITION NUMBER:
PAGE: 1 of 15

2. TASK ORDER AGREEMENT NO.	3. Award/Effective Date	4. CONTRACT NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
CW95481	30c	VA-210625-CAI	----------	----------

7. FOR SOLICITATION INFORMATION CONTACT Email:	A. NAME	B. TELEPHONE (No Collect Calls)	8. OFFER DUE DATE:
georgette.johnson@dc.gov	Georgette Johnson	202-727-1104	----------

9. ISSUED BY
Office of Contracting and Procurement
Information Technology Group
441 4TH Street, N.W., Suite 330 South
Washington, D.C. 20001

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

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
Computer Aid, Inc.
1390 Ridgeview Drive
Allentown, PA 18104

15A DUNS NO. 15B TAX ID NO.

16. PAYMENT WILL BE MADE BY
CODE
Office of the Chief Technology Officer
200 I Street, S.E., 5th Floor
Washington, D.C. 20003

17. DELIVER TO
Office of the Chief Technology Officer
200 I Street, S.E., 5th Floor
Washington, D.C. 20003

18. ADMINISTERED BY
Office of the Chief Technology Officer
200 I Street, S.E., 5th Floor
Washington, D.C. 20003

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	Temporary Resources	---	-----	--------	$95,000,000.00
0002	Fixed Price Projects				$25,000,000.00

25. ACCOUNTING AND APPROPRIATION DATA
PURCHASE ORDER NO.

26. TOTAL AWARD (FOR GOVT. USE ONLY)
$120,000,000.00

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 COOPERATIVE AGREEMENT CONTRACT IDENTIFIED IN BLOCK 4.

28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY (1) An applicable Court Order, if any (2) Contract document (3) Standard Contract Provisions (4) Contract attachments other than the Standard Contract Provisions THIS TASK ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE COOPERATIVE AGREEMENT CONTRACT IDENTIFIED IN BLOCK 4.

DocuSigned by:
29A. SIGNATURE OF OFFEROR /CONTRACTOR
FD200A58D08B1AF...

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
Abe Hunter Evp	11/19/2021	Derrick White Chief Contracting Officer	3/7/2022

1. SERVICES REQUIRED

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO), has a need for the Contractor, Computer Aid. Inc., to provide Information Technology (IT) temporary resources to supplement the need for IT staffing in District agencies.

2. COOPERATIVE AGREEMENT NUMBER

Virginia Information Technologies Agency (VITA) contract VA-210625-CA1

3. TASK ORDER CONTRACT NUMBER

CW95481

4. TERM OF CONTRACT

The base period of performance shall be from date of award through December 31, 2022.

4.1 OPTION TO EXTEND THE TERM OF THE CONTRACT

4.1.1 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.

4.1.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

4.1.3 The price for the option period(s) shall be as specified in Section C of this task order.

4.1.4 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:

Derrick White
Office of Contracting and Procurement
441 4th Street, NW, Suite 330 South
Washington, D.C. 20001

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Office: 202.724.5278
Email: derrick.white@dc.gov

6. CONTRACT ADMINISTRATOR (CA)

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, identified in Section 5. The CA(s) for this task order is:

Tehsin Faruk
Office of the Chief Technology Officer
200 I Street, SE, 4th Floor
Washington, D.C. 20003
Office: 202.715.3735
Email: Tehsin.Faruk@dc.gov

Jan Whitener
Office of the Chief Technology Officer
200 I Street, SE, 4th Floor
Washington, D.C. 20003
Office: 202.724-5417
Email: Jan.Whitener@dc.gov

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.

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

Orders may place directly only through Contractor's approved Fulfillment Partners or through Contractor (only on an as-needed basis) for products or services as authorized under this Participating Addendum. Only those Fulfillment Partners approved and listed during the term of Participating Addendum at Contractor's website are authorized to directly provide quotes, receive purchase orders, invoice Customers, and receive payment from purchasers on Contractor's behalf.

8. PAYMENT

8.1 The District will make payments in accordance with the terms of the Participating Addendum, Section 8, Payment.

9. INVOICE SUBMITTAL

9.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, https://vendorportal.dc.gov

9.2 The Contractor shall submit proper invoices monthly.

9.3 To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

10. INVOICE PAYMENT

10.1 The District will make pay invoices in accordance with the terms of the Participating Addendum, Section 7, Invoice Payment.

11. INSURANCE

11.1 The Contractor and subcontractors shall maintain insurance limitations in accordance with the Participating Addendum, Section 4 (e), Insurance.

12. ATTACHMENTS

12.1 Attachment A-Participating Addendum

12.2 Attachment B- Statement of Work

12.3 Attachment C - Price Schedule

ATTACHMENT B
Statement of Work

A.1 SCOPE

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) has a need for a Prime Contractor to provide Information Technology (IT) temporary resources to supplement the need for IT staffing in District agencies.

The Prime Contractor shall provide resources, as defined in the Participating Addendum (directly or through Subcontractors) on a not-to-exceed fully burdened hourly rate as established in Exhibit C of the Participating Addendum.

A.2 APPLICABLE DOCUMENTS

Not applicable.

A.3 DEFINITIONS

See Participating Addendum, Section 2, Definitions.

A.4 BACKGROUND

OCTO and other District agencies have ongoing needs to supplement their IT employees with contract staff, for various reasons such as conducting short-term projects and adding technology skills not represented among their employees. Since 2008, the District has met this additional IT staff augmentation need through a contract vehicle called "IT Staff Augmentation," or "ITSA." OCTO has served as the Contract Administrator on behalf of all District agencies who required a competed IT staff engagement.

The original ITSA contract met the District's need efficiently and effectively, but with room for improvement. This RFP seeks to improve upon the original ITSA vehicle. This RFP reflects a redesign of the ITSA contract to meet the District's IT contract staff needs through a vehicle that is simpler, more transparent, and delivers greater value to the District than the original ITSA contract.

A.5 REQUIREMENTS

A.5.1 The Prime Contractor shall:

1. Provide IT Resources to the District on demand, either directly or through Subcontractor, subject to the terms of this contract.
2. Provide a VMS to manage staff augmentation Resources, Subcontracting Network, reporting and accounts payable functionality that fully supports the facilitation of the terms and conditions as outlined in this solicitation.

3. Conduct the work using the Prime Contractor supplied VMS to seek, identify, evaluate, and procure Resources from registered sub-contractors on behalf of the District. Provide the District administrative and end-user access to the VMS.
4. Provide key personnel as outlined in Participating Addendum.
5. Provide customer support staff as outlined in Participating Addendum.

A.5.2 The District reserves the right to hire any Resource, whether from the Prime Contractor or a Subcontractor, as a Full Time Equivalent (FTE) employee at any time without any additional charge to the District.

A.5.3 LABOR CATEGORIES

See Exhibit D of Participating Addendum.

A.5.4 SERVICE LEVEL AGREEMENT (SLA)

The Prime Contractor shall meet the required service levels as **established** in Exhibit B of the Participating Addendum.

ATTACHMENT C
Price Schedule

B.1 The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) has a need for the Contractor, Computer Aid, Inc., to provide Information Technology (IT) temporary resources to supplement the need for IT staffing in District agencies.

B.2 The District contemplates award of an Indefinite Delivery – Indefinite Quantity Task Order.

B.3 INDEFINITE DELIVERY- INDEFINITE QUANTITY (IDIQ) CONTRACT

This is an IDIQ contract for the supplies or services specified, and effective for the period stated.

a) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause, Section 7. The Prime Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Section B.3 Price Schedule in the maximum aggregate amount of $120,000,000 for the contract period of performance. The District will order at least the minimum aggregate amount of $100,000 for the contract period of performance.

b) There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.

c) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided that the contractor shall not be required to make any deliveries under this contract after contract expired.

B.4 Price Schedule

B.4.1 Base Year

Contract Line Item No. (CLIN)	Item Description	Minimum Amount	Maximum Amount	CBE Allocation
0001	Labor Hour Type	$100,000	$95,000,000	95%
0002	Fixed Price Project (FPP)		$25,000,000	Depending on each requirement
Total			**$120,000,000**	

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

B.4.2 Option Year One

CLIN	Item Description	Minimum Amount	Maximum Amount	CBE Allocation
1001	Labor Hour Type	$100,000	$95,000,000	95%
1002	Fixed Price Project (FPP)		$25,000,000	Depending on each requirement
Option Year One Total			**$120,000,000**	

B.4.3 Option Year Two

CLIN	Item Description	Minimum Amount	Maximum Amount	CBE Allocation
2001	Labor Hour Type	$100,000	$95,000,000	95%
2002	Fixed Price Project (FPP)		$25,000,000	Depending on each requirement
Option Year Two Total			**$120,000,000**	

B.4.4 Option Year Three

CLIN	Item Description	Minimum Amount	Maximum Amount	CBE Allocation
3001	Labor Hour Type	$100,000	$95,000,000	95%
3002	Fixed Price Project (FPP)		$25,000,000	Depending on each requirement
Option Year Three Total			**$120,000,000**	

B.4.5 Option Year Four

CLIN	Item Description	Minimum Amount	Maximum Amount	CBE Allocation
4001	Labor Hour Type	$100,000	$95,000,000	95%
4002	Fixed Price Project (FPP)		$25,000,000	Depending on each requirement
Option Year Four Total			**$120,000,000**	

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

B.5 Price List: Labor Hour

Job Category	Skill Level	NTE/Fully Burdened Rate
Administrative Support	Entry	$ 31.44
	Journeyman	$ 35.50
	Senior	$ 38.39
	Master	$ 41.62
Applications Architect	Entry	$ 75.87
	Journeyman	$ 85.07
	Senior	$ 101.70
	Master	$ 109.96
Applications Developer	Entry	$ 58.18
	Journeyman	$ 72.07
	Senior	$ 80.04
	Master	$ 90.10
Applications Systems Analyst	Entry	$ 53.61
	Journeyman	$ 59.62
	Senior	$ 64.24
	Master	$ 68.56
Applications Technical Specialist	Entry	$ 80.55
	Journeyman	$ 98.92
	Senior	$ 118.05
	Master	$ 127.85
Business Process Consultant	Entry	$ 64.23
	Journeyman	$ 76.33
	Senior	$ 86.44
	Master	$ 116.65
Business Systems Analyst	Entry	$ 56.40
	Journeyman	$ 66.74
	Senior	$ 115.50
	Master	$ 175.37
Computer Scientist	Entry	$ 58.47
	Journeyman	$ 68.10
	Senior	$ 75.17

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Master	$ 80.87
Computer Forensic & Intrusion Analyst	Entry	$ 62.41
	Journeyman	$ 72.26
	Senior	$ 78.69
	Master	$ 85.28
Configuration Management Specialist	Entry	$ 53.66
	Journeyman	$ 62.45
	Senior	$ 69.23
	Master	$ 75.20
Customer Support	Entry	$ 28.05
	Journeyman	$ 31.14
	Senior	$ 34.20
	Master	$ 48.54
Cyber Security Engineer	Entry	$ 82.88
	Journeyman	$ 97.01
	Senior	$ 124.99
	Master	$ 146.72
Database Administrator	Entry	$ 62.52
	Journeyman	$ 72.72
	Senior	$ 79.24
	Master	$ 109.84
Data Architect	Entry	$ 62.16
	Journeyman	$ 73.88
	Senior	$ 81.64
	Master	$ 111.95
Data Warehousing Specialist	Entry	$ 62.52
	Journeyman	$ 72.45
	Senior	$ 80.38
	Master	$ 111.55
Database Specialist	Entry	$ 55.41
	Journeyman	$ 66.43

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Senior	$ 72.83
	Master	$ 78.57
Disaster Recovery Specialist	Entry	$ 63.89
	Journeyman	$ 73.71
	Senior	$ 82.24
	Master	$ 86.69
Enterprise Architect	Entry	$ 78.18
	Journeyman	$ 91.66
	Senior	$ 100.98
	Master	$ 138.15
Enterprise Resource Planning (ERP) Analyst	Entry	$ 53.81
	Journeyman	$ 63.08
	Senior	$ 69.57
	Master	$ 74.72
ERP Business/Architectural Specialist	Entry	$ 77.72
	Journeyman	$ 91.19
	Senior	$ 99.63
	Master	$ 108.56
Financial Analyst	Entry	$ 55.04
	Journeyman	$ 61.17
	Senior	$ 65.80
	Master	$ 69.98
Geographic Information System (GIS) Analyst/Programmer	Entry	$ 36.70
	Journeyman	$ 55.57
	Senior	$ 61.91
	Master	$ 87.93
Groupware Specialist	Entry	$ 77.09
	Journeyman	$ 90.59
	Senior	$ 99.94
	Master	$ 106.76
Hardware Engineer	Entry	$ 57.60

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Journeyman	$ 64.78
	Senior	$ 73.33
	Master	$ 78.01
Help Desk Specialist	Entry	$ 36.79
	Journeyman	$ 42.96
	Senior	$ 45.49
	Master	$ 47.46
Information Assurance/Security Specialist	Entry	$ 68.35
	Journeyman	$ 87.88
	Senior	$ 109.84
	Master	$ 129.54
Information Specialist/Knowledge Engineer	Entry	$ 59.45
	Journeyman	$ 70.63
	Senior	$ 76.34
	Master	$ 81.02
Infrastructure/Network Architect	Entry	$ 72.03
	Journeyman	$ 85.49
	Senior	$ 94.90
	Master	$ 102.23
Infrastructure Technical Specialist	Entry	$ 82.57
	Journeyman	$ 96.17
	Senior	$ 124.49
	Master	$ 143.58
IT Consultant	Entry	$ 64.09
	Journeyman	$ 76.81
	Senior	$ 87.04
	Master	$ 139.22
Mobile App Developer	Entry	$ 77.01
	Journeyman	$ 87.28
	Senior	$ 93.28
	Master	$ 101.15
Modeling and Simulation Specialist	Entry	$ 63.32

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Journeyman	$ 73.07
	Senior	$ 80.40
	Master	$ 85.60
Network Engineer/Specialist	Entry	$ 41.99
	Journeyman	$ 47.56
	Senior	$ 56.62
	Master	$ 75.62
Program Manager	Entry	$ 70.56
	Journeyman	$ 81.90
	Senior	$ 98.91
	Master	$ 144.76
Project Manager	Entry	$ 66.27
	Journeyman	$ 74.90
	Senior	$ 82.48
	Master	$ 88.40
Quality Assurance Specialist	Entry	$ 41.97
	Journeyman	$ 49.00
	Senior	$ 52.66
	Master	$ 71.26
Research Analyst	Entry	$ 60.17
	Journeyman	$ 69.34
	Senior	$ 77.23
	Master	$ 83.73
Subject Matter Expert - Technology Specific	Entry	$ 87.15
	Journeyman	$ 100.77
	Senior	$ 112.04
	Master	$ 124.96
System Administrator	Entry	$ 50.44
	Journeyman	$ 58.84

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Senior	$ 65.22
	Master	$ 70.99
Systems Engineer	Entry	$ 55.07
	Journeyman	$ 65.21
	Senior	$ 72.15
	Master	$ 77.03
Technical Editor	Entry	$ 44.03
	Journeyman	$ 52.12
	Senior	$ 57.72
	Master	$ 62.53
Technical Writer	Entry	$ 51.13
	Journeyman	$ 61.57
	Senior	$ 68.00
	Master	$ 73.14
Test Engineer	Entry	$ 54.40
	Journeyman	$ 64.59
	Senior	$ 70.70
	Master	$ 75.41
Training Specialist	Entry	$ 44.30
	Journeyman	$ 50.81
	Senior	$ 55.74
	Master	$ 60.06
Voice/Data Communications Engineer	Entry	$ 54.55
	Journeyman	$ 62.23
	Senior	$ 89.20
	Master	$ 103.74
Web Content Analyst	Entry	$ 31.99
	Journeyman	$ 37.98
	Senior	$ 42.02
	Master	$ 58.11
Web Designer	Entry	$ 42.70

DocuSign Envelope ID: 877070A6-D2DF-449F-9682-99796E77E4C3

Job Category	Skill Level	NTE/Fully Burdened Rate
	Journeyman	$ 50.18
	Senior	$ 55.73
	Master	$ 60.55
Web Developer	Entry	$ 60.02
	Journeyman	$ 67.33
	Senior	$ 74.10
	Master	$ 80.32