



Pre-proposal Conference
Enterprise Financial System
RFP# CFOPD-19-R-001

Issuing Officer: Anthony A. Stover

Thursday, October 18, 2018 at 2:00 pm

1100 4th Street, SW, Suite E850, Washington, DC 20024

Proposal Due Date: November 27, 2018 by 2:00 pm (EST)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer

Office of Management & Administration
Office of Contracts

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AGENDA

- Opening Remarks
- Introductions
- Discussions
 - *Supplier Development and Support*
 - *Department of Small and Local Business Development (DSLBD) Guidance*
 - *Subcontracting Plan*
 - *Overview of RFP*
 - *Procurement Guidance*
- Questions
- Points of Contact



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OPENING REMARKS

- Restrooms through secure door to the right
- Sign attendance register
- Provide business card, if available
- Any statements and explanations made at this pre-proposal conference do not qualify or amend the terms of the solicitation unless a change is made by the contracting officer via written amendment to the **RFP**.



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INTRODUCTIONS

District of Columbia Representatives

➤ OCFO, Office of Contracts

- *Dorothy Whisler Fortune, Director and Chief Procurement Officer*
- *Anthony Stover, Contracting Officer*
- *Andrea Simpson, Contract Specialist*

➤ OCFO, Office of Chief Financial Officer (OCIO)

- *Jim Snight, Director, ERP System Group*

➤ OCFO, Office of General Counsel (OGC)

- *Treva Saunders, Associate General Counsel and Ethics Officer*

➤ DSLBD

- *Michael Bing, Small Business Development Manager*



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SUPPLIER DEVELOPMENT and SUPPORT

Important Links for OCFO Procurements:

➤ **Office of Contracts Solicitation Gateway**

➤ *<https://dc.cobblestonesystems.com/gateway/SolicitationPublicSearch.aspx>*

➤ **Department of Small and Local Business Development (DSLBD)**

➤ *<http://dslbd.dc.gov/>*



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SUPPLIER DEVELOPMENT and SUPPORT

Steps to be able to do Business with the District:

- Register to do business with the District FR-500
 - Office of Tax and Revenue (OTR) at 202-727-4829 or mytax.dc.gov
- Register with Ariba
 - <https://service.ariba.com/Supplier.aw>
- Register with DCRA for a DC Business License
 - Department of Consumer and Regulatory Affairs (DCRA) at 202-442-4400 or dcra.dc.gov
- Get EEO Compliance
 - Complete and Submit **Attachment J.5** with proposal
- Get First Source Compliance
 - Complete and Submit **Attachments J.8 and J.9** with proposal
- Get Tax Compliance
 - Complete and Submit **Attachment J.7** with proposal



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DSLBD Guidance

<http://dslbd.dc.gov/>

The Department of Small and Local Business Development (DSLBD) supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial districts.

All contracts in excess of \$250,000, unless a waiver has been approved by the Director of the DSLBD, are required to:

- Subcontract at least 35% of the dollar volume to small business enterprises, as defined in D.C. Code §2-218.32; or
- If there are insufficient qualified small business enterprises to completely fulfill the requirement set forth in H.3.1(a), then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises, as defined in D.C. Code §§2-218.31-39a; provided, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.



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SUBCONTRACTING PLAN

To receive credit for being a CBE prime, an Offeror must include proof of their CBE Certification. To receive credit for subcontracting with a CBE, an Offeror must provide a complete subcontracting plan (Attachment J.10a), in accordance with section H.3 of the RFP.

A prime contractor's subcontracting plan shall specify all of the following:

- (a) The name and address of the subcontractor;
- (b) A current certification number of the small or certified business enterprise;
- (c) The scope of work to be performed by the subcontractor; and
- (d) The price to be paid by the prime contractor to the subcontractor.

• Please note: An Offeror will not receive credit by stating that they will find a CBE after the contract is awarded, or by listing several CBE companies and stating they will select one later.



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OVERVIEW OF RFP

- The Office of the Chief Financial Officer (OCFO) desires a Contractor to provide services to scope, plan and implement a new Enterprise Financial System (EFS). The new EFS shall be an Oracle Cloud Financial, Project and Purchasing and Enterprise Planning and Budgeting solution to replace the District's R*STARS mainframe-based financial system (SOAR).



PROCUREMENT GUIDANCE

- The Proposal is divided into the following two parts that must be submitted in separate individual sealed envelopes:
 - *Technical Proposal*
 - *Price Proposal*
- One original (Technical and Price) with seven (7) copies (Technical Only).
- Award structure: Single award for all services



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PROCUREMENT GUIDANCE

ADDRESS Your Submissions PROPERLY
in accordance with Section L of the RFP

- Please include:
 - RFP # CFOPD-19-R-001
 - Number Multiple Packages
 - *(i.e. 1 of 2, 2 of 2, etc.)*
 - Must be Sealed
 - Allow time for delivery (recommend 5 days prior to due date)

If the proposal is delivered in person, you will receive a receipt for your proposal.



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PROCUREMENT GUIDANCE

➤ Proposal Requirements

- *Signed by an official authorized to bind the company to a contract.*
- *Signed Representations, Certifications, and Acknowledgements.
(Solicitation Cover, Section K, Amendments, etc.)*
- *Any assumptions regarding the Offeror's price proposal must be submitted in accordance with Section L.3.3 of the solicitation.*



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QUESTIONS

- All contact regarding this procurement shall be directed to the Office of Contracts moving forward.
- Please be sure to email any questions to andrea.simpson3@dc.gov with a reference to CFOPD-19-R-001 in the subject line.
- Answers provided today are considered unofficial and not binding.
- All questions and responses will be posted via an Amendment on the Office of Contracts Solicitation Gateway
- <https://dc.cobblestonesystems.com/gateway/SolicitationPublicSearch.aspx>



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POINTS OF CONTACT

Please remember to sign-in and leave your business card.

- Anthony.stover@dc.gov (Contracting Officer)
- Andrea.simpson3@dc.gov (Contract Specialist)
- 202-442-7012 (Contract Office phone)

Proposal Due Date: November 27, 2018 by 2:00 pm (EST)

Thank you for attending today's Pre-proposal conference.