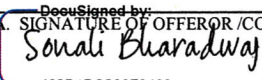
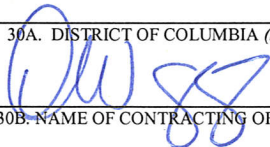


GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE CHIEF FINANCIAL OFFICER TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18A & 29				1. REQUISITION NUMBER		PAGE 1 of 7 plus attachments	
2. TASK ORDER AGREEMENT NO. CFOPD-18-C-019		3. Award/Effective Date June 29, 2018	4. CONTRACTOR'S DCSS SCHEDULE CONTRACT NUMBER CW38765	5. SOLICITATION NUMBER CFOPD-18-D-019		6. CAPTION Tableau Licenses	
7. PROGRAM OFFICE CONTACT (COTR): Office of Chief Financial Officer Office of Contracts 1100 4th Street, SW, 610E Washington, DC, 20024		A. NAME Lisa Pierson Contracting Officer Representative		B. TELEPHONE (No Collect Calls) (202) 442-6352		8. EMAIL: lisa.pierson@dc.gov	
9. ISSUED BY District of Columbia Office of the Chief Financial Officer Office of Management and Administration Contracts Office 1100 4th Street, SW, Suite E610 Washington, DC 20024			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 checked="" type="checkbox"/> DCSS <input type="checkbox"/> COG SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13. RESERVED	12. PAYMENT DISCOUNT TERMS <input checked="" type="checkbox"/> SEE SCHEDULE		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOB <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP
15. CONTRACTOR / OFFEROR Incapsulate, LLC. 1620 L St., NW, Suite 3D Washington, DC 20036 Attn: Robbie Lippard Telephone Number: 888-589-2571			16. PAYMENT WILL BE MADE BY CODE District of Columbia Government Office of the Chief Financial Officer - OMA Office of Financial Operations 1100 4 th Street, SW, Suite E600 Washington, D.C. 20024				
15A. DUNS CODE		15B. TAX ID NO. 83-050898001					
17. DELIVER TO Office of the Chief Financial Officer Office of the Chief Information Officer 1101 4th Street, SW Washington, DC, 20024			18. ADMINISTERED BY DC Office of the Chief Financial Officer 1101 4th Street, SW, Suite W350 Washington, DC, 20024				
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 checked="" type="checkbox"/> SEE EXHIBIT D OF TASK ORDER			
19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES			21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	Contractor shall provide Tableau License in accordance with enclosed statement of work and Contract No.: CFOPD-19-C-019.			See Section B Price Schedule		\$425,766.35	
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD (FOR GOVT. USE ONLY) \$425,766.35		
27. <input checked="" type="checkbox"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TWO (2) COPIES 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 CONTRACT IDENTIFIED IN BLOCK 4. CONTRACTOR'S PROPOSAL DATED June 14, 2017 IS INCORPORATED BY REFERENCE.				28. <input type="checkbox"/> AWARD OF CONTRACT: YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: See Schedule B. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.			
29A. SIGNATURE OF OFFEROR / CONTRACTOR  462D1DC266F3460...				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Sonali Bharadwaj, Partner, COO		29C. DATE SIGNED 6/7/2018	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Drakus Wiggins, CPPO, CPPB		30C. DATE SIGNED 6/8/18		

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses

1. INTRODUCTION

The District of Columbia Office of the Chief Financial Officer (OCFO), Office of the Chief Information Officer (OCIO) is awarding a contract to provide Termed licenses for Tableau Software server and desktop. The OCIO is implementing a new project converting the current reporting environment to Tableau which will require the new license. The OCFO currently has 315 Tableau server licenses and 82 Tableau desktop licenses. The contract will acquire a minimum of 750 net, new Tableau server licenses.

1.1 Contract Type

The District is awarding an indefinite delivery, indefinite quantity (IDIQ) contract.

2. PRICE SCHEDULE

2.1 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 any purchase order issued against the contract. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule up to and including the maximum quantity specified in the Schedule. The District will order at least the minimum quantity specified in the Schedule.
- 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 the contract expiration.

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses

2.2 PRICE SCHEDULE – IDIQ

2.3 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 001	1031111.17 Server-Web Client Interactor-License (term) Tableau Software	\$347.47	1,065	\$370,055.55	2,500	\$868,675.00
CLIN 002	1010111.17 Desktop-Professional-license (term) Tableau Software	\$679.40	82	\$55,710.80	300	\$203,820.00
Grand Total for 2.3 Base Year				\$425,766.35		\$1,072,496.00

2.4 Option Period One – Price Schedule

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 101	1031111.17 Server-Web Client Interactor-License (term) Tableau Software	\$348.84	1,065	\$371,514.60	2,500	\$872,100.00
CLIN 102	1010111.17 Desktop-Professional-license (term) Tableau Software	\$684.34	82	\$56,115.88	300	\$205,302.00
Grand Total for 2.4 Option Period One				\$427,630.48		\$1,077,402.00

2.5 Option Period Two – Price Schedule

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Quantity Minimum	Minimum Total Price (Unit price x minimum quantity)	Quantity Maximum	Maximum Total Price (Unit price x Maximum quantity)
CLIN 201	1031111.17 Server-Web Client Interactor-License (term) Tableau Software	\$348.84	1,065	\$371,514.60	2,500	\$872,100.00
CLIN 202	1010111.17 Desktop-Professional-license (term) Tableau Software	\$684.34	82	\$56,115.88	300	\$205,302.00
Grand Total for 2.5 Option Period Two				\$427,630.48		\$1,077,402.00

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses

2.6 Summary

Period of Performance	Totals
B.2.2 Base Year	\$425,766.35
B.2.3 Option Year One	\$427,630.48
B.2.5 Option Year Two	\$427,630.48
B.2.6 Grand Total	\$1,281,027.31

3. REQUIREMENTS

- 3.1 The Contractor shall furnish all the software products listed in Section 2 Price Schedule.
- 3.2 All software must be configured according to the Section 2 specifications. Any changes to the configuration must be approved in advance by the OCIO’s Information Services Group.
- 3.3 The Contractor shall be an authorized reseller of the required products and maintain certification throughout the term of the contract.
- 3.4 The ownership of all procured software shall be transferred from the Contractor to the OCFO within 30 days of formal written acceptance by the OCIO.

4. DELIVERY

All equipment shall to be delivered to Sandra Pinder, Tel: 202-727-9150 at 1101 4th Street S.W., Suite W350, Washington, no later than 20 days after award.

5. INTENTIONALLY OMITTED

6. TERM OF CONTRACT

6.1.1 Base Period: The term of the contract shall be from one year from June 29, 2018.

6.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

6.2.1 The District may extend the term of this contract for a period of two (2) 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 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

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses option.

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

6.2.3 The price for the option period shall be as specified in the Section 2 of the contract.

7. COMPENSATION AND PAYMENT

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

8. INVOICE SUBMITTAL

8.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract.

8.2 The Contractor shall submit payment requests in electronic format through the DC Vendor Portal <https://vendorportal.dc.gov> by selecting the applicable purchase order number which is listed on the Contractor's profile.

8.3 To constitute a proper invoice, the Contractor shall attach to all payment requests the invoice and all supporting documentation or information.

9. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Drakus Wiggins
Contracting Officer
District of Columbia Office of the Chief Financial Officer
Office of Contracts
1100 4th Street, SW, Suite E610
Washington, DC 20024
Telephone: 202-442-7121
Fax: 202-442-6454
Email: Drakus.Wiggins@dc.gov

9.1 Authorized changes by the contracting officer

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

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses

- 9.1.2 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.
- 9.1.3 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.

10. CONTRACT ADMINISTRATOR (CA)

Lisa Pierson
Office of the Chief Financial Officer
Office of Contracts
Contracting Officer Technical Representative
Tel: 202- 442-6352
Fax: 202- 442-6454
Email: Lisa.Pierson@dc.gov

The CA is responsible for general administration of the contract and advising the CO as the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

- 10.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- 10.2 Coordinating site entry for Contractor personnel, if applicable;
- 10.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
- 10.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- 10.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- 10.7 The CA shall NOT have the authority to:
 - a) Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;

Task Order/Contract No.: CFOPD-19-C-019, Tableau Licenses

- b) Grant deviations from or waive any of the terms and conditions of the contract;
- c) Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
- d) Authorize the expenditure of funds by the Contractor;
- e) Change the period of performance; or
- f) Authorize the use of District property, except as specified under the contract.

10.8 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer.

11. INCORPORATED DOCUMENTS

11.1 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) The Task Order No.: CFOPD-18-C-019
- (2) DC Supply Schedule Contract No. CW38765