

**DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY  
(DC WATER)**

**Request For Proposal**

**for**

**Enterprise Survey Application**



**Solicitation Number : DCW-SOL-24-10373,4**

**Issue Date : 6/14/24 5:22 PM**

**Proposal Due Date : 7/3/24 5:00 PM**

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### Solicitation Information

Question Deadline	May 28th 5PM EST
Outreach/Pre-Bid Date and Time	Friday May 17th 2024 at 11AM EST See Teams Meeting Link Below
Outreach/Pre-Bid Location	Teams Meeting - see link to meeting below
DC Water Point of Contact Name	Steve Boerman
DC Water Point of Contact Tel	(202) 787-2029
DC Water Point of Contact Email	sboerman@dcwater.com
Proposal Submission Method	DC Water Solicitation Application only
Regulatory Requirement	
Inclusion Program	LSBE
Inclusion Program Utilization Goals	
Contract Term	Three Years
External Funding Source	
Bond Required	



## DC Water Introduction

In 1996, The District Government Initiated the Creation of The District of Columbia Water and Sewer Authority (DC Water), An Independent Authority of The District of Columbia Providing Services to The Region. On April 18, 1996, Following A 30-Day Congressional Review Period, The District Council Enacted DC Law 11-111, "The Water and Sewer DC Water Establishment and Department of Public Works Reorganization Act Of 1996."

DC Water Is Governed by A Board of Directors Consisting Of 11 Principal And 11 Alternate Members. The Board Is Composed of Six District of Columbia Representatives, Two Each from Montgomery And Prince George's Counties in Maryland, And One from Fairfax County in Virginia.

DC Water Distributes Drinking Water and Collects and Treats Wastewater for More Than 700,000 Residents And 21.3 Million Annual Visitors in The District of Columbia. DC Water Also Provides Wholesale Wastewater Treatment Services For 1.6 Million People in Montgomery And Prince George's Counties in Maryland, And Fairfax And Loudoun Counties in Virginia. We Are Proud to Provide These Vital, Safe, And High-Quality Services to Our Customers While Also Protecting and Enhancing Our Environment.

To Distribute Drinking Water DC Water Operates More Than 1,300 Miles of Pipes, Four Pumping Stations, Four Reservoirs, Four Elevated Water Storage Tanks, 43,860 Valves And 9,510 Public Hydrants. To Collect Wastewater, DC Water Operates 1,900 Miles of Sanitary and Combined Sewers, 22 Flow-Metering Stations, And Nine Off-Site Wastewater Pumping Stations. To Treat Wastewater DC Water Operates the Blue Plains Advanced Wastewater Treatment Plant, The Largest Advanced Wastewater Treatment Facility in The World.

For More Information About DC Water, Please Visit [www.dewater.com](http://www.dewater.com). More information about DC Water's Procurement and Compliance are also provided in the "WorK with us" section.

**The pre-proposal conference call for this solicitation will be held on May 17th 2024 at 11:00AM ET.**

**This will be a virtual Microsoft Teams Meeting. The log-in and dial in instructions are noted below. It is strongly encouraged that vendors log-in to the meeting. Dialing-in will only allow vendor access to the audio of the**



presentation.

## Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 241 666 591 480

Passcode: JJrgkp

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### Dial-in by phone

[+1 202-753-6714,,560817131#](#)United States, Washington DC

[Find a local number](#)

Phone conference ID: 560 817 131#

**REQUIREMENTS (Required responses for your proposal)**

*\*Response is required*

**INSTRUCTIONS**

**You must review all contents and provide all requested responses or your proposal will be considered non-responsive and eliminated from considerations.**

Instruction on attaching documents:

- You may attach multiple documents. But it is preferable to combine into a single document (up to single file size limit)
- Each document size limit is 100MB (per document). No limit to the total size of all documents combined.
- Unless asked to attach the document in its native format, the PDF format is strongly preferred to reduce the file size.

**Section 1. How to Submit Proposal****1. Instructions**

**Attached documents contain instructions on how to respond to this solicitation. If you are not familiar with this online solicitation, please download these files to your computer and review these training documents first:**

- Proposal and Price Quote Response Instructions attachment - Please Read, it contains instructions for this specific RFP..
- ERP Contractor Orientation: Contains high level view of creating and using vendor portal.
- Managing Solicitation: Step-by-step guide on responding to the solicitation.
- **Training Videos in Useful Links - See attached Word Document with Screenshots and links to Useful Links and Videos**
- If you have any questions, please submit your questions using the Message feature available in this online solicitation.
- Contact the DC Water Point of Contact identified in this Solicitation with any technical issues and questions
- **Oral and telegraphic proposals, including e-mail submissions, are considered invalid and will not be accepted or considered for award. Late Proposal Submissions will not be accepted or considered for award.**

- **Contact the DC Water Point of Contact identified in this Solicitation with any technical issues and questions. Steve.Boemerman@dcwater.com**

Attachments:

File Name or URL	Type	Description
DC Water Procurement Website S	File	Procurement Website Info
Proposal and Price Quote Respo	File	IMPORTANT Please Read
ERP Contractor Orientation (1)	File	Orientation
DCW ERP Training Part 3 Managi	File	Managing Solicitations

## Section 2. Solicitation Terms and Conditions

### \*1. Solicitation Terms and Conditions

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must read and fully agree to DC Water Solicitation Terms and Conditions attached in this section. This document also contains definitions and general instruction. Collectively called "Solicitation Terms and Conditions." If you do not fully agree to the attached Solicitation Terms and Conditions, then your proposal will not be accepted and considered.

Attachments:

File Name or URL	Type	Description
DC Water Solicitation Term	File	Solicitation Terms and Conditions

Select one of the following:

- a. I have read and fully agree to DC Water Solicitation Terms and Conditions
- b. Does not agree to all terms and consitions

## Section 3. Required Consent

### \*1. Online Response and Electronic Signature

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must fully agree to this statement below. If you do not fully agree to this statement as written, then your proposal will not be accepted and considered.

Online Response and Electronic Signature are any online answers and responses in the Supplier Portal, any electronic signature and seal, and any PDF document with signature included in the

proposal contents. By submitting a proposal to the solicitation, Proposer attests and agrees that Online Response and Electronic Signature are legally binding equivalent to a handwritten response, signature, or mark or hand embossed corporate seal. Proposer further agree that it will not, at any time in the future, repudiate the meaning of any Online Response and Electronic Signature or claim that any respondent's Online Response and Electronic Signature is not legally binding.

Select one of the following:

- a. Agreed
- b. Can not agree

**\*2. Supplier Code of Conduct**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Before responding to this solicitation, you must read attached DC Water's Supplier Code of Conduct and agree to DC Water's Supplier Code of Conduct by selecting your response from the list below.

You must fully agree to this Supplier Code of Conduct or your proposal will not be accepted and considered.

Attachments:

File Name or URL	Type	Description
Supplier Code of Conduct.p	File	Code of Conduct

Select one of the following:

- a. I have read and agree to DC Water's Supplier Code of Conduct
- b. I do not agree to DC Water's Supplier Code of Conduct

**\*3. Disclosure of Conflict of Interest**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Proposer/Bidder's attention is directed to Title 21 of the District of Columbia Municipal Regulations (DCMR) §§ 5304 thru 5308 (as amended) regarding organizational conflict of interests.

Proposers/Bidders are advised that, in accordance with DC Water's conflict of interest rules and policies, certain firms will not be allowed to participate on any Proposer/Bidder's team because of their work with DC Water in connection with the Project development, Project procurement, and/or document preparation.

You must disclose any potential conflicts of interest by completing the attached form, sign, and attach the signed disclosure form. Please note that disclosure of any potential conflicts is not an automatic rejection of your proposal. DC Water will carefully review any disclosures and will determine at its sole discretion that if any disclosed conflict will result in the rejection of your proposal. You may contact DC Water POC of this solicitation with your disclosure prior to drafting your proposal to determine if your firm will be eligible to submit your proposal.

Failure to submit completed and signed disclosure form will automatically result in the rejection of your proposal.

Attachments:

File Name or URL	Type	Description
Procurement Conflict of In	File	Conflict of Interest

Select one of the following:

- a. Completed Disclosure Form is attached (*Response attachments are required*)
- b. Not attached

**\*4. Drug Free Workspace Certification**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

AS REQUIRED BY SECTION 622(a) OF THE TREASURY, POSTAL SERVICE AND GENERAL GOVERNMENT APPROPRIATION ACT, 1990. PUB. L. 101-136. NOVEMBER 3, 1989.

For proposer (if other than an individual) who is making an offer that equals or exceeds \$25,000.00 must agree and complete attached form and submit.

Attachments:

File Name or URL	Type	Description
Drug Free Certification.do	File	

Select one of the following:

- a. Completed Drug Free Workspace Certification is attached (*Response attachments are required*)
- b. Not attached

**Section 4. Scope of Work and Requirements**

**\*1. Attached scope of work, requirements, and associated document**

**READ AND ACKNOWLEDGE.**

Attached document(s) contains detailed scope of work and requirements. Please carefully review (downloading to your computer is recommended) before responding to the solicitation. If you have any questions, please submit your questions via Message feature available for this online solicitation.

Attachments:

File Name or URL	Type	Description
DC Water Survey Vendor Require	File	RFP Requirements

Select one of the following:



- a. Read and acknowledged

## Section 5. Qualification Responses

### \*1. Past Experiences and References

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attach a detailed summary of your firm's past experiences.

- Provide a minimum of 3 (maximum 5) past experiences that closely match our scope of work and requirements.
- All experiences should be within the past 5 years.
- Each experience should contain a detailed summary, including scope of work, duration, value of work, key challenges, achievements, etc.
- Each experience should not exceed 2-pages.
- Include contact information (name, title, tel, email) for each experience for a reference check.

Select one of the following:

- a. Past Experience Attached (*Response attachments are required*)

## Section 6. Technical Responses

### \*1. Compliance to Scope of Work and Requirements

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

The Scope of Work section of this solicitation identifies all required work and related requirements. You must confirm that your firm can and will perform all work specified and can and will meet all requirements identified in this section.

-- Select one of these two drop-down choices:

1. Can and will meet all requirements. (Also means included in your proposed price.)
2. Can and will meet all requirements with the following exceptions. (Will be require to attach a document explaining exceptions. Exceptions will not result in the automatic rejection but may or may not result in the lower scoring based on the significance, determined at the sole discretion of DC Water. Hint: If you have any exceptions, also propose any alternate or workaround.)

Select one of the following:

- a. Can and will meet all requirements
- b. Can and will meet all requirements with the following exceptions (*Response attachments are required*)

**\*2. Technical Proposal Submission Section**

**ATTACH TECHNICAL PROPOSALS IN THIS SECTION**

REQUIRED RESPONSE, FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

1. Technical Proposals shall not exceed 25 pages in length.
2. **IMPORTANT Note;** In your proposal, please reference the Section Letter and Section Item Numbers listed in the "DC Water - Enterprise Survey Vendor Requirement rev2" document so it is clear which item you are responding to.
3. Concise responses are preferred. Vendors to focus their RFP Technical Response on addressing DC Water's requirements, while staying within the 25-page limit total.

Select one of the following:

- a. Attach Proposal (*Response attachments are required*)

**\*3. Assumptions used in your proposal**

**REQUIRED RESPONSE.**

If you used any assumptions in your proposal that can impact your proposed price if the assumptions were incorrect, then please attach a list of all such assumption used. If you have not used any assumptions that could impact the proposed price, then select "No Assumptions" from the drop-down choice.

If you attached any assumptions, it will not automatically result in the rejection or lower score of your proposal. However, it is strongly encouraged to submit questions to gain clarity of our requirements before making assumptions.

Select one of the following:

- a. No assumptions used  
 b. List of assumptions attached. (*Response attachments are required*)

**Section 7. Price Proposal**

**\*1. Attach Price Proposal**

**ATTACH PRICE PROPOSAL IN THIS SECTION**

REQUIRED RESPONSE

Please complete the Price Proposal spreadsheet attached, only enter pricing in the attached spreadsheet.



The spreadsheet contains 3 tabs, Year 1, Year 2 and Year 3. Please be sure to populate the quoted prices in all three tabs.

You may also attach a detailed quote as supporting backup, but the Quote spreadsheet is the formal quoted and must include total prices quoted.

Attachments:

File Name or URL	Type	Description
Vendor Quote - Enterprise Surv	File	Quote Spreadsheet

Select one of the following:

- a. Proposed Price (*Response attachments are required*)

### Section 8. Insurance Requirements

#### \*1. Insurance Requirement

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Review DC Water's insurance requirements as specified in the Insurance Requirements 10.20.23 document and section 13 of DC Water's General Provisions. The General Provisions are available at [www.dewater.com/procurement-contracts](http://www.dewater.com/procurement-contracts).

Please select your response from drop-down choices:

- Can and will fully meet the requirement and a proof of insurance is attached
- Can and will meet the requirement with lower coverage and a proof of insurance is also attached
- Does not have the insurance

Attachments:

File Name or URL	Type	Description
A - General Provisions.pdf	File	
Insurance Requirements 10.20.2	File	

Select one of the following:

- a. Can and will fully meet the requirement and a proof of insurance is attached (*Response attachments are required*)
- b. Can and will meet the requirement with lower coverage and a proof of insurance is also attached (*Response attachments are required*)
- c. Does not have the insurance

### Section 9. Compliance Requirements



**\*1. Debarment Certification**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

You must disclose any suspension, debarment, voluntary exclusion, or determination of ineligibility under any Federal, District or State statues using attached form.

Attachments:

File Name or URL	Type	Description
Debarment Certification.do	File	

Select one of the following:

- a. Certification is attached (*Response attachments are required*)
- b. Not attached

**\*2. DC Water Employment Program**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Attached is the DC Water's Water Works Program (DC Water's employment program). Please review and respond by selecting your response from the drop down choices. Failure to agree and comply to this program will result in the automatic rejection of your proposal. It is not required to complete and return any attached form.

Attachments:

File Name or URL	Type	Description
DC Water Works Employment	File	

Select one of the following:

- a. Fully agree and will comply to the program
- b. Can not agree or comply to the program

**\*3. Business Development Program: LBE/LSBE**

**READ AND AGREE**

This solicitation is subject to the Local Business Enterprises (LBEs) and Local Small Business Enterprises (LSBEs) program of DC Water Business Development Program. Program documents for DC Water Business Development Program and specific LBE/LSBE Program are attached to this question. Read both documents and agree to comply to the LBE/LSBE program. Failure to fully comply to the program will result in the automatic rejection of your proposal. It is not required to complete and attach any form as a response to this section.

Attachments:

File Name or URL	Type	Description
LBE LSBE_Program_v060120.p	File	

Select one of the following:

- a. Fully agree and will comply to the program
- b. Can not fully comply to this program

**\*4. Subcontractor Utilization**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

To participate in the Business Development Program (LBE/LSBE, MBE/WBE, or DBE/WBE) and meet the utilization goals (if identified on the over page), complete attached Subcontractor Utilization form. If you do not intend to utilize any subcontractor (does not result in automatic disqualification), select your response from the drop down choices.

Attachments:

File Name or URL	Type	Description
Subcontractor Utilization	File	

Select one of the following:

- a. Completed Form is attached (*Response attachments are required*)
- b. No subcontractor will be used

**\*5. Intent to Subcontract**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

If you intend to utilize any subcontractors and included them in the Subcontractor Utilization form, send the attached "intent to Subcontract by Subcontractor" form to the subcontractors, collect and combine their completed forms, save them in a single PDF file and attach as your response. If you do not intend to utilize any subcontract (does not result in the automatic disqualification), select your response from the drop down choices.

Attachments:

File Name or URL	Type	Description
Intent to Subcontract by	File	

Select one of the following:

- a. Completed Form(s) is attached (*Response attachments are required*)
- b. No subcontractor will be used

**\*6. Subcontractor Verification Program**

**READ AND CONSENT**

During the performance of contract, DC Water's Office of Compliance will monitor the management and payment to all subcontractors and will require prime and subcontractors to regularly submit various forms for the verification of subcontractor's work and payment. Attached are 2 sample forms that will be required.

- Subcontractor Verification Form
- (Subcontractor) Payment Verification Form

There will be additional forms required by both Prime and subcontractors.

No forms are required as a response to this question. But please provide your consent to participate in the program by selecting from the drop-down choices. Your refusal to participate in the program will result in the automatic disqualification of your proposal. Even you do not intent to utilize subcontractor at the time of your proposal, your consent is still required in case a subcontractor(s) is utilized during the performance.

Attachments:

File Name or URL	Type	Description
Subcontractor Verificatio	File	
Payment Verification Form	File	

Select one of the following:

- a. Consent to comply to the program
- b. Can not consent to the program

## Section 10. Procurement Forms

### \*1. Officers Not To Benefit Certification

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELLOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

#### OFFICERS NOT TO BENEFIT CERTIFICATION

No member of or delegate to Congress, or Officer or employee of the Authority (DC Water) or the District of Columbia Government shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any Authority or the District of Columbia Government employee authorized to execute contracts in which they or the employee of the Authority or the District of Columbia Government shall be personally interested shall be void, and no payment shall be made thereon by the Authority or the District of Columbia Government or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. However, should a Federal, District of Columbia or Authority employee submit a bid/proposal for his personal benefit, the Contracting Officer reserves the right to waive the aforementioned restriction; providing that said employee furnishes a Notarized Affidavit prior to the time set for opening of bids or Closing of proposals, setting forth intention to resign his Federal, District of Columbia or Authority (DC Water) employment in the event said employee shall be considered for an award of a contract. Failure to submit such Affidavit shall automatically render his bid/proposal nonresponsive and no further consideration shall be given thereto.

Check As Applicable:

- No person subject to Part 8, (8.5) of the General Provisions will benefit from the Contract

-- The following persons (provide names and titles in the Comments box) will benefit from this Contract and the required affidavits are attached:

Attachments:

File Name or URL	Type	Description
A - General Provisions.pdf	File	General Provisions

Select one of the following:

- a. No person subject to Part 8, (8.5) of the General Provisions will benefit from the Contract
- b. The following persons will benefit from this Contract and the required affidavits are attached. (*Response attachments are required*)

Comments:

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**Respond to the following requirements if you selected option b. for requirement 1.**

\*1.b.1. If there is any person(s) who will benefit from this contract, please list their names and title in the Text box provided. Also attach their required Notarized Affidavits.  
*Response attachments are required.*

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**\*2. Certificate of Independent Price Determination**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

(A) The offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or



indirectly, to any other offeror or competitor before bid opening unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(B) Each signature on the offer is considered to be a certification by the signatory that the signatory(ies) listed in the response below:

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this offer, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (A) (1) through (A)(3) above; or

(2) (I) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs(A)(1) through (A)(3) above;

(ii) As an authorized agent, does certify that the principals named in subdivision (B)(2)(i)above have not participated, and will not participate, in any action contrary to subparagraphs (A)(1) through (A) (3) above; and

(iii) As an agent, has not personally participated and will not participate, in any action contrary to subparagraphs (A)(1) through (A)(3) above.

(C) If the Bidder/Offeror deletes or modifies subparagraph (A)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**INSTRUCTION:**

Select from one of the 2 drop-down choices:

1. I certify and the names of titles of signatory(ies) are shown in comments and **no disclosure (Section C) has been made.**

-- List the names of titles of signatory(ies) in the comments box (or you may also attach the names and titles).

2. I certify and the names of titles of signatory(ies) are shown in comments and **details of disclosure (Section C) is attached.**

-- List the names of titles of signatory(ies) in the comments box (or you may also attach the names and titles).  
-- Attach details of disclosure.

Select one of the following:

a. I certify and the names of titles of signatory(ies) are shown in comments and no disclosure (Section C) has been made. *(Response attachments are optional)*

b. I certify and the names of titles of signatory(ies) are shown in comments and details of disclosure is attached *(Response attachments are required)*

Comments:

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**\*3. Tax Certificate Affidavit**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Please complete attached form, sign, notarize, save as a PDF, and attach.

Attachments:

File Name or URL	Type	Description
Tax Certificate Affidavit	File	

Select one of the following:

- a. Tax Certification Affidavit is attached (*Response attachments are required*)
- b. Not attached

**\*4. Equal Employment Opportunity (EEO)**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Please review attached Equal Employment Opportunity requirements please complete the first two pages, save as a PDF, then attach.

Attachments:

File Name or URL	Type	Description
Equal Employment Opportun	File	

Select one of the following:

- a. EEO Form is attached (*Response attachments are required*)
- b. Not attached

**\*5. Mid-Atlantic Purchasing Team Rider Clause**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Review attached the Mid-Atlantic Purchasing Team Rider Clause. Indicate your response by selecting from the drop-down choice. Any partial acceptance or non-acceptance will not automatically result in the disqualification of your proposal but will be considered negatively.

Attachments:

File Name or URL	Type	Description
Mid Atlantic Purchasing T	File	

Select one of the following:

- a. Accept with all team members
- b. Accept with partial team members (provide the list in comments box)
- c. Does not accept the clause

Comments:

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**Section 11. Software Licenses & Contract Terms**

**\*1. DCW General Provisions**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

DC Water' General Provisions contains legal, regulations, statutory, and other important requirements (may be modified time to time to meet the changing requirements) that DC Water is subject to and must follow. All DC Water contracts must follow and meet these requirements, and therefore will DC Water' General Provisions will be incorporated into contract via reference. The provisions in DC Water' General Provisions are not negotiable unless it can be clearly demonstrated that it negatively affect the performance, quality, and safety. If a provision is not applicable to the scope of work, then it will not be removed.

DC Water' General Provisions is available at [www.dewater.com/procurement](http://www.dewater.com/procurement). Please review, and if you disagree with any provisions, attach your exceptions, explanations, and alternates.

Please note that your response to this section will be scored and any exceptions may be scored negatively.

Attachments:

File Name or URL	Type	Description
A - General Provisions.pdf	File	General Provisions

Select one of the following:

- a. All terms are acceptable
- b. Proposed changes are attached (*Response attachments are required*)

**\*2. DCW Contract Terms and Conditions**

**REQUIRED RESPONSE. FAILURE TO RESPOND AS REQUESTED BELOW WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.**

In the section you will attach your proposed Software License(s) and review DC Waters Standard Terms and Conditions.

The Additional DCW Standard Terms and Conditions attached are standard and required terms and conditions for DC Water agreements. These will be attached or incorporated into any final agreement or license.

Please review and provide your list of exceptions or proposed changes for any exceptions. Please note that your response to this section will be scored and any exceptions may be scored negatively.

- a) Please attach you proposed software license agreement(s) below.
- b) Attach exceptions to DCW Standard Terms and Conditions.

Attachments:

File Name or URL	Type	Description
Additional DCW Standard Terms	File	

Select one of the following:

- a. Software Licenses Attached *(Response attachments are required)*
- b. Exceptions to Additional DCW T&C *(Response attachments are optional)*

## Section 12. Amendment Information

### 1. 1. Amendment 1

The following is a summary of Amendment 1 of this solicitation.

**This amendment adds NIGP codes to the RFP lines. The NIGP codes are for reference only, no actions or response is required by suppliers.**

*Target: Information*

### 2. Amendment 2

#### **INFORMATIONAL AMENDEMENT.**

Publish Pre-Bid presentation from Teams meeting May 17, 2024

Attachments:

File Name or URL	Type	Description
DCW-SOL-24-10373 Enterprise Su	File	Pre-Bid Meeting Presentation

### \*3. Amendment Number 3 - Proposal Due Date Extension

May 31, 2024

Amendment number 3: RFP DCW-SOL-24-10373 Enterprise Survey Application

The purpose of this Amendment is to extend the due date of the RFP Responses

The RFP Proposal Due date has been changed from June 7th, 2024 to June 20th, 2024

Proposals are now due by 5:00PM ET on June 20th, 2024.

Select one of the following:

- a. Read and Acknowledged



**\*4. Amendment No. 4 - Extend Proposal Due Date**

Amendment No. 4 is issued to extend the Proposal Due Date to July 3rd 2024

Select one of the following:

- a. Read and Acknowledge

**Lines Instructions**

**This Solicitation Line is not used for this RFP. Follow the instructions in Section 7 to submit your pricing proposal.**

**Instructions – If the system requires you to enter a price, please place \$1.00 in the field. Any amount entered in this line will not be used by DC Water, this line is required in the RFP for system functioning only.**

**Line Information**

Line	Category Name	Estimated Quantity
1-Survey Application	920 DATA PROCESSING, COMPUTER, PROGRAMMING, AND SOFTWARE SERVICES	
2-Survey Application	208 COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED PREPROGRAMMED	
3-Survey Application	209 COMPUTER SOFTWARE FOR MAINFRAMES AND SERVERS, PREPROGRAMMED	

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**Contract Terms and Conditions**

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