

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR TASK ORDER BID

TO: DCSS Vendors Who Are Authorized Dell Retailers

SOLICITATION No.: Doc834161

CAPTION: Procurement of Dell IT Accessories

ISSUANCE DATE: June 16, 2026

DUE DATE: June 22, 2026

1. SCOPE

The District of Columbia Department of Health (DC Health), Office of the Director – Information Technology Department seeks an authorized reseller or manufacturer to satisfy the requirement to provide new Dell computer accessories to DC Health staff.

This equipment will replace legacy or non-functioning devices currently installed and used by the School Nurses in the School Health Suites.

2. BACKGROUND

The Mission of DOH is to promote and protect the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia. DOH's responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

3. APPLICABLE DOCUMENTS

Reserved

4. DEFINITIONS

- Appliance/Server - server is a computer program or a device that provides functionality for other programs or devices, called "clients". This architecture is called the client-server model, and a single overall computation is distributed across multiple processes or devices
- Chassis - the outer structural framework of an appliance/equipment
- Configuration – how the product is to be design/built to customer specifications
- PB/TB/GB – size /measurement of quantity of IT Data

- Physical – Equipment that can be physically located within a Data Center
- Redundant – extra required to allow for failover in case of outage. Ensure that products will not have hard failure

5. REQUIREMENTS

- The program requires the following products itemized in **5.1** with make and model numbers. The Technical requirement is for Dell computer hardware with corresponding DC Government approved operating system image, security tools, power supplies, power cords, keyboard, and mouse.
- The District of Columbia Department of Health (DC Health) will not accept any re-furbished hardware for original hardware purchases. No substitution of hardware manufacturer, model, internal component or type will be accepted.
- All computer equipment must be compliant with Connected Provisioning (B26H29) as mandated by OCTO. Computer equipment without Connected Provisioning, or the required warranty, or support, or any substitution of hardware manufacturer, model, or type will NOT be accepted.
- All authorized resellers MUST transfer ownership of hardware to the District of Columbia Department of Health (DC Health) within 30 days after PO is issued. This will ensure DC Health's ability to obtain support from the manufacturer.
- Equipment is to be shipped in its entirety to the address below in the original manufacturer packaging.
- The Contractor must be onboarded in Tech Direct and recognized by OCTO as an approved partner.
- The Contractor must provide proof of Tech Direct onboarding.
- The Contractor must procure technology containing B26H29 through direct fulfillment with Dell Technologies rather than distribution channels.
- The Contractor must provide proof that the computer equipment was procured through direct fulfillment with Dell Technologies rather than distribution channels.
- The Contractor must provide only the most current models, components and accessories in new, fully operational, factory sealed condition, with all applicable licenses.
- The Contractor warrants and represents that the equipment is eligible for the manufacturer's normal [and extended] warranty and support within the United States to Authorized Users. Previously owned, damaged, refurbished, remanufactured, counterfeit, "gray market" or substitute third party items will not be accepted.
- The Contractor must provide hardware, software and licensing required to support the hardware for a minimum of 3 year or lifetime of the product.
- The Contractor must be an authorized reseller of the products specified and shall not be sourcing equipment or materials from the manufacturer through more than one intermediary authorized distributor.

- The Contractor must provide proof of 3-year ProSupport Plus coverage for all computer equipment.
- The Contractor must provide proof of 3-year battery warranty for all computer equipment.
- The Contractor must provide a comprehensive quote, detailing Dell Part Number for each item. Summarized quotes will not be accepted, as detailed breakdowns facilitate thorough verification and comparison.

5.1 Product Specifications / Bill of Materials

Item No.	Description	Part #	Quantity
1	Dell Wired Keyboard and Mouse - KM300C		140
	Dell Wired Keyboard and Mouse - KM300C	580-AKKV	
2	Dell Pro Plus Wired ANC Head Set - WH5024		140
	Dell Pro Plus Wired ANC Headset - WH5024	520-BBGS	
3	Logitech USB Headset Mono H650e		10
	Logitech USB Headset Mono H650e	A7062265	
4	Dell Pro 7 Silent Mouse - MS726		127
	Dell Pro 7 Silent Mouse - MS726	570-BBLJ	
5	Dell Pro 7 Slim Keyboard - KB726 - US English		127
	Dell Pro 7 Slim Keyboard - KB726 - US English	580-BDTB	
6	Dell Pro Wireless Headset - WL3024		51
	Dell Pro Wireless Headset - WL3024	520-BBFL	
7	Canon PIXMA TR160 Wireless Color Inkjet Portable Printer		35
	Canon PIXMA TR160 Wireless Color Inkjet Portable Printer	AD310019	
8	Canon CLI-36/PGI-35 Standard Yield Inkjet Ink Cartridge - Black, Color - 3 / Pack		75
	Canon CLI-36/PGI-35 Standard Yield Inkjet Ink Cartridge - Black, Color - 3 / Pack	A7470621	
9	Canon CLI-36 Colored Ink Cartridge		75
	Canon CLI-36 Colored Ink Cartridge	A7204384	
10	Dell WL5024 Pro Wireless ANC Headset with Charging Stand		90
	Dell WL5024 Pro Wireless ANC Headset with Charging Stand	520-BBGZ	
11	Dell Pro Thunderbolt 5 Dock WD25TB5		30
	Dell Pro Thunderbolt 5 Dock - WD25TB5 [Dell Pro Max / Dell Pro Max Premium Docking Station]	210-BTMT	
	Dell Limited Hardware Warranty	720-1597	
	Advanced Exchange Service 3 Years	720-1598	
12	Dell Pro Thunderbolt 4 Dock WD25TB4		349
	Dell Pro Thunderbolt 4 Dock - WD25TB4 [Dell Pro Max / Dell Pro Max Premium Docking Station]	210-BTMR	
	Dell Limited Hardware Warranty	718-2132	
	Advanced Exchange Service 3 Years	718-2133	

6. INVOICE PAYMENT

- 6.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>.
- 6.2 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.
- 6.3 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.
- 6.4 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.

7. PERIOD OF PERFORMANCE

- 7.1 The term of the contract shall be from date of award through September 30, 2026.

BID SUBMISSION REQUIREMENTS

This solicitation will be conducted electronically using the District's Ariba E-Sourcing system. To be considered, a bidder must submit its bid via the Ariba E-Sourcing system before the closing date and time. Paper, telephonic, telegraphic, and facsimile bids may not be accepted.

- a. A completed Price Schedule (Attachment B). Bidders must bid on all CLINs in accordance with the Price Schedule to be considered for this award. Failure to bid on all CLINs in accordance with the Price Schedule will render the bidder non-responsive and disqualify the bid. The bidder must complete and submit the Price Schedule in order to be considered.
- b. A copy of your authorized reseller letter.

Failure to provide the items above (7.1 a-c) shall render the bid non-responsive.

8. BID SUBMISSION DATE AND TIME

Bids must be submitted into the District's E-Sourcing system no later than the closing date and time, **June 22 2026**, on or before 2:00 p.m. Eastern Standard Time. **The system will not allow late bids, modifications to bids, or requests for withdrawals after the exact closing date and time.**

9. METHOD OF AWARD

The District reserves the right to accept/reject any/all bids resulting from this solicitation. The CO may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.

The District intends to award a single Task Order resulting from this solicitation to the responsive and responsible bidder who has the lowest bid.

10. 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:

Monica Bailey-Delissaint
Contracting Officer
Office of Contracting and Procurement
2201 Shannon Place, SE
Washington, DC 20020
monica.bailey-delissaint@dc.gov

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

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.

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.

11. 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. The CA for this task order is:

Troy Evans
Chief Information Technology Officer
Department of Health
2201 Shannon Place, SE
Washington, DC 20020
Mobile: 202-553-8170
Evans.Troy@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

12. EVALUATION FOR AWARD

In order to be considered responsive, the bidder must meet the following minimum requirements:

- a. The bidder must propose products which comply with the Statement of Work (SOW) (attachment A).
- b. Must complete and submit the Price Schedule (Attachment A)

- c. Bidders must bid on all CLINs in accordance with the Price Schedule to be considered for this award. Failure to bid on all CLINs in accordance with the Price Schedule will render the bidder non-responsive and disqualify the bid. Each bidder must complete and submit the Price Schedule in order to be considered.
- d. The Contractor shall provide an authorized reseller agreement from the manufacturer.

13. DELIVERY

All goods must be delivered at the loading dock located behind the DC Health Building located at:

Department of Health
2201 Shannon Place, SE
Washington, DC 20020

Contact the POC listed below, 48 hours before arrival and upon arrival

Troy Evans

Physical and Virtual equipment should be delivered within thirty (30) days of award

Confirmation of service should be provided in an electronic format to the Contract Administrator

14. INCORPORATED BY REFERENCE

The District of Columbia Standard Contract Provisions for use with Supply and Services Contracts, as amended effective July 2010, are hereby incorporated into this agreement with the same force and effect as if expressly written herein. The Standard Contract Provisions can be found at www.ocp.dc.gov website. The contractor shall be bound by **the Wage Determination No. 2015-4281, Revision No. 37, dated May 14, 2026**, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 et seq., and incorporated herein as Attachment J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

15. ATTACHMENTS

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

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination 2015-4281, Revision No. 37 dated 05/14/2026

Attachment Number	Document
J.3	Equal Employment Opportunity Employer Information Report and Mayor's Order 85-85 available at available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.6	Way to Work Amendment Act of 2006- Living Wage Fact Sheet available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.7	Bidder/Offeror Certifications available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.8	Tax Certification Affidavit available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"
J.9	Subcontracting Plan (if required by law) available at http://ocp.dc.gov under Quick Links click on "Required Solicitation Documents"

ATTACHMENT A
Price Schedule

B.1 The District of Columbia Department of Health (DC Health), Office of the Director – Information Technology Department seeks an authorized reseller or manufacturer to satisfy the requirement to provide new Dell computer accessories to DC Health staff.

This equipment will replace legacy or non-functioning devices currently installed and used by the School Nurses in the School Health Suites..

B.2 The District Awards a Requirements Type Task Order with Fixed Unit Prices.

- B.2.1** Delivery or performance shall be made only as authorized in accordance with the Purchase Order. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.
- B.2.2** 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.
- B.1.3** 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 September 30, 2026.

B.4 Price Schedule

Contract Line-Item Number (CLIN)	Description	Estimated Quantity	Estimated Unit Price	Estimated Total
001	Dell Wired Keyboard and Mouse - KM300C	140 Each	\$	\$
002	Dell Pro Plus Wired ANC Head Set - WH5024	140 Each	\$	\$
003	Logitech USB Headset Mono H650e	10 Each	\$	\$
004	Dell Pro 7 Silent Mouse - MS726	127 Each	\$	\$
005	Dell Pro 7 Slim Keyboard - KB726 - US English	127 Each	\$	\$
006	Dell Pro Wireless Headset - WL3024	51 Each	\$	\$
007	Canon PIXMA TR160 Wireless Color Inkjet Portable Printer	35 Each	\$	\$
008	Canon CLI-36/PGI-35 Standard Yield Inkjet Ink Cartridge - Black, Color - 3 / Pack	75 Each	\$	\$
009	Canon CLI-36 Colored Ink Cartridge	75 Each	\$	\$
010	Dell Pro Dual Monitor Arm - MDA20	17 Each	\$	\$
011	Dell Pro Single Monitor Arm - MSA20	60 Each	\$	\$
012	Dell WL5024 Pro Wireless ANC Headset with Charging Stand	90 Each	\$	\$
013	Dell Pro Thunderbolt 5 Dock WD25TB5	30 Each	\$	\$
014	Dell Pro Thunderbolt 4 Dock WD25TB4	349 Each	\$	\$
GRAND TOTAL				\$