

ATTACHMENT B

INSTRUCTIONS, CRITERIA, CONDITIONS AND NOTICES TO PROVIDER

2 FORM, ORGANIZATION AND CONTENT OF THE SUMMARY OF QUALIFICATIONS

2.1 This Request for Qualifications will be conducted electronically using the District's Ariba E-Sourcing system. To be considered, an offeror must submit the required attachments via the Ariba E- Sourcing system before the closing date and time. Paper, telegraphic, and facsimile proposals will not be accepted.

2.2 All attachments shall be submitted as a pdf file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered. Please note that each attachment is limited to a maximum size of 25 MB.

2.3 To facilitate the District's review of the Provider's SUMMARY OF QUALIFICATIONS, Offerors are directed to the specific qualification criteria in Sections 2.4 of this document. The Provider shall respond to the SUMMARY OF QUALIFICATIONS in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a narrative of comprehensive description of program services and delivery thereof. The use of illustrations such as diagrams, process flows, and charts in the Provider's SUMMARY OF QUALIFICATIONS is encouraged to the extent that the Provider deems that the illustrations help in substantiating the Provider's qualifications. The submission must fully address the information requested.

The titles of responses shall include the following:

- Company's name
- Letter, Title and number of the sections being addressed.
- DOCXXX

2.4 QUALIFICATION CRITERIA

2.4.1 The Contracting Officer shall certify the financial and professional responsibility of each Provider based on the following criteria:

(A) THE TYPE OF BUSINESS OR ORGANIZATION AND ITS HISTORY;

1. The Provider shall provide an overview of its organization: type of business, mission, principal programs, organizational structure, key operations and departments, brief history, annual budget, number of staff (both full-time and part- time), ownership structure (where applicable), brief biographies of members of its senior management team, board of directors and business owners.

(B) THE RESUMES AND PROFESSIONAL QUALIFICATIONS OF THE BUSINESS OR ORGANIZATION'S STAFF, INCLUDING RELEVANT PROFESSIONAL OR BUSINESS LICENSES, AFFILIATIONS, AND SPECIALTIES;

1. Provider shall provide a detailed staffing plan describing how each staff position described in Section C.2.1 of the REQUEST FOR QUALIFICATIONS, shall be filled. The staffing plan shall indicate the percentage of time the individual will work on this HCA project.
2. The Provider shall describe how the Team will be organized.
3. The Provider shall hire and retain staff that meet and maintain the minimum requirements as set forth in Section C.5
4. The Provider shall provide position descriptions, resumes, licenses, and credentials for the entire Team demonstrating the minimum requirements as set forth in C.5
5. The Provider shall provide relevant business licenses and affiliations.

(C) INFORMATION ATTESTING TO FINANCIAL CAPABILITY, INCLUDING FINANCIAL STATEMENTS;

1. The Provider shall provide a detailed and comprehensive description of the financial, infrastructure and personnel resources that the Provider already has or can be readily accessed by the Provider in order to serve the designated population.
2. The Provider shall provide financial statements (including without limitation cash flow statement, income statement, and balance sheet), audited and prepared in accordance with generally accepted accounting principles for each of the immediately preceding two (2) years, or the duration of the applicant's existence, whichever is shorter.

(D) SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE;

1. The Provider shall describe its program, how it delivers the OYP Internship Preparation, Employer Connection Assistance, and Placement Services between the ages of 16 and 24 and meets the service requirements as set forth in Section C.2 through C.5.6. The Provider shall provide a detailed plan of the design of its program as it is related to meeting every aspect of requirements as listed in Section C.5 of the REQUEST FOR QUALIFICATIONS.

(E) CAPACITY TO ACCOMPLISH THE WORK IN THE REQUIRED TIME;

1. The Provider shall demonstrate an ability to be ready to begin service delivery upon the date of award and within the time frames set forth.

(F) A SUMMARY OF SIMILAR CONTRACTS AWARDED TO THE SERVICE PROVIDER, AND THE SERVICE PROVIDER'S PERFORMANCE OF THOSE CONTRACTS;

1. The Provider shall list up to five similar contracts that the Provider has entered in over the past three years. Similar contracts include those where the scope of services the Provider provided are substantially the same as the requirements described in Section C.5. Contracts listed shall include those entered into with the Government of the District of Columbia, the Federal Government, agencies of state and local governments or private contracts.
2. For each of the listed similar contracts the Provider shall provide the following information:
 - a) Name of contracting entity (Provider's client)
 - b) Name and contact information of personnel at contracting entity who is vested with the authority to be a reference for the Provider
 - c) Period of performance
 - d) Role the Provider played (e.g. prime contractor, subcontractor, key personnel worked on contract etc.)
 - e) A detailed description of the challenges or need that the Provider helped address
 - f) A detailed description of the scope of services provided
 - g) A detailed description of the results delivered
 - h) Quantifiable outcomes (e.g. number of Customers placed in employment, work participation rate etc.)
 - i) The District, utilizing the Past Performance Evaluation Form, will solicit a past performance evaluation from the personnel vested with the authority to be a reference for each of the similar contracts listed by the Provider.

(G) A CERTIFICATION OF COMPLIANCE WITH ALL APPLICABLE TAX AND FILING REQUIREMENTS;

1. A Clean Hands certification showing compliance with all applicable tax and filing requirements
2. License to operate the facility and District of Columbia Business License

(H) A STATEMENT ATTESTING TO COMPLIANCE WITH WAGE, HOUR, WORKPLACE SAFETY AND OTHER STANDARDS OF LABOR LAW;

1. See The Living Wage Act of 2006. Available at: www.ocp.dc.gov click "OCP Solicitations"; "Required Solicitation Documents;"
2. U.S. Department of Labor Wage Determination. Available at: <https://www.wdol.gov>

(I) A STATEMENT ATTESTING TO COMPLIANCE WITH FEDERAL AND DISTRICT EQUAL EMPLOYMENT OPPORTUNITY LAW;

1. Office of Local Business Development Equal Employment Opportunity Information Report and Mayor's Order 85-85 available at www.ocp.dc.gov click on "OCP Solicitations"; "Required Solicitation Documents"

(J) INFORMATION ABOUT PENDING LAWSUITS OR INVESTIGATIONS, AND JUDGMENTS, INDICTMENTS, OR CONVICTIONS AGAINST THE SERVICE PROVIDER OR ITS PROPRIETORS, PARTNERS, DIRECTORS, OFFICERS, OR MANAGERS; AND

1. Bidder/Offeror Certification per the REQUEST FOR QUALIFICATIONS

**SUMMARY OF QUALIFICATIONS SUBMISSION DATE AND TIME, AND
LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR
MODIFICATION OF SUMMARY OF QUALIFICATIONSS AND LATE SUMMARY
OF QUALIFICATIONSS**

2.5 SUMMARY OF QUALIFICATIONS Submission

- 2.5.1** Proposals must be fully uploaded into the District's E-Sourcing system no later than the closing date and time. The system will not allow late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time.
- 2.5.2** Paper, telephonic, telegraphic, and facsimile proposals may not be accepted or considered for award.
- 2.5.3** Electronic submittals other than via the District's E-Sourcing System will not be considered for award.
- 2.5.4** It is solely the offeror's responsibility to ensure that it begins the upload process in sufficient time to get the attachments uploaded into the District's E-Sourcing system before the closing time. (YOU MAY USE MICROSOFT INTERNET EXPLORER VERSIONS 7, 8, OR 9 TO UPLOAD THE ATTACHMENTS).

WITHDRAWAL OR MODIFICATION OF SUMMARY OF QUALIFICATIONSS

- A Provider may modify or withdraw its proposal via the District's E-Sourcing system at any time before the closing date and time for receipt of proposals.

LATE SUMMARY OF QUALIFICATIONSS

- The District's E-Sourcing system will not accept late proposals or modifications to proposals after the closing date and time for receipt of proposals.

QUESTIONS ABOUT THE REQUEST FOR QUALIFICATIONS

- If a Provider has any questions relating to this REQUEST FOR QUALIFICATIONS, the Provider shall submit the question(s) electronically via the District's E-Sourcing System. The Provider should submit questions no later than **Monday, June 22, 2026 @ 2:00 pm**. The District will furnish responses via the District's E-Sourcing System's messaging process. An amendment to the REQUEST FOR QUALIFICATIONS will be issued if the CO decides that information is necessary in submitting SUMMARY OF Qualifications, or if the lack of it would be prejudicial to any Provider. Oral explanations or instructions given by any District employee, or official before the award of the HCA will not be binding.

RESTRICTIONS ON DISCLOSURE AND USE OF DATA

Provider who includes in their SUMMARY OF QUALIFICATIONS data that they do not want to be disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This Statement of Qualifications includes data that shall not be disclosed outside the District and shall not be duplicated, used, or disclosed in whole or in part for any purpose except for use in the procurement process."

If, however, an HCA is awarded to this Provider as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, the information contained in this Statement of Qualifications if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Statement of Qualifications."

PROTESTS REGARDING REQUEST FOR QUALIFICATIONS OR HCA AWARD PROCEDURES

- Any Provider, who is aggrieved in connection with the REQUEST FOR QUALIFICATIONS or award of an HCA, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten business days after the basis of the protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in an REQUEST FOR QUALIFICATIONS that are apparent at the time set for receipt of initial SUMMARY OF QUALIFICATIONSS shall be filed with the Board prior to the time set for receipt of initial SUMMARY OF QUALIFICATIONSS. In procurements in which SUMMARY OF QUALIFICATIONSS are requested, alleged improprieties that do not exist in the initial REQUEST FOR QUALIFICATIONS, but which are subsequently incorporated into the REQUEST FOR QUALIFICATIONS, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the CO for the REQUEST FOR QUALIFICATIONS.

SIGNING OF SUMMARY OF QUALIFICATIONSS

- The Provider shall sign the SUMMARY OF QUALIFICATIONS and print or type its name on the REQUEST FOR QUALIFICATIONS and Award form of this REQUEST FOR QUALIFICATIONS. Each SUMMARY OF QUALIFICATIONS must show a full business address and telephone number of the Provider and be signed by the person or persons legally authorized to sign contracts.
- Erasures or other changes must be initialed by the person signing the SUMMARY OF QUALIFICATIONS. SUMMARY OF QUALIFICATIONSS signed by an agent shall be accompanied by evidence of that agent's authority unless that evidence has been previously furnished to the CO.

UNNECESSARILY ELABORATE SUMMARY OF QUALIFICATIONSS

- Unnecessarily elaborate SUMMARY OF QUALIFICATIONSS, brochures, or other presentations beyond those sufficient to present a complete and effective response to this REQUEST FOR QUALIFICATIONS are not desired and may be construed as an indication of the Provider's lack of cost consciousness. Elaborate artwork, expensive visuals, and other presentation aids are neither necessary nor desired.

RETENTION OF SUMMARY OF QUALIFICATIONSS

- All SUMMARY OF QUALIFICATIONS documents will be the property of the District and retained by the District, and therefore will not be returned to the Provider.

SUMMARY OF QUALIFICATIONS COSTS

- The District is not liable for any costs incurred by the Provider in submitting an SUMMARY OF QUALIFICATIONS in response to this REQUEST FOR QUALIFICATIONS.

ACKNOWLEDGMENT OF AMENDMENTS

- The Provider shall acknowledge receipt of any amendment to this REQUEST FOR QUALIFICATIONS (a) by signing and including the amendment in its document or by identifying the amendment number and date in the space provided for this purpose on the REQUEST FOR QUALIFICATIONS and Award form. The District must receive the acknowledgment by the date and time specified for receipt of SUMMARY OF QUALIFICATIONSs. A Provider's failure to acknowledge an amendment may result in rejection of its SUMMARY OF QUALIFICATIONS.

FAMILIARIZATION WITH CONDITIONS

- Providers shall thoroughly familiarize themselves with the terms and conditions of this REQUEST FOR QUALIFICATIONS, acquainting themselves with all available information regarding difficulties that may be encountered and the conditions under which the work is accomplished. Providers will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules, and liability concerning the services to be performed.

*****END OF SECTION*****