

AWARD/CONTRACT				1. Caption		Page of Pages			
				Vocational Rehabilitation Evaluator		1	4		
2. Contract Number		3. Effective Date		4. Requisition/Purchase Request/Project No.					
DCJM-2014-Q-0014									
5. Issued by:			Code	JMOMLR	6. Administered by (If other than line 5)				
Department on Disability Services 1125 15 th Street, NW, 4 th Floor Washington, D.C. 20005									
8. Name and Address of Contractor (No. street, city, county, state and zip code)				8. Delivery					
				<input type="checkbox"/> FOB Origin		<input checked="" type="checkbox"/> Other (See Schedule Section F)		9. Discount for prompt payment	
				10. Submit invoices to the Address shown in (3 copies unless otherwise specified)				Section G.2	
Code	TIN								
11. Ship to/Mark For			Code	12. Payment will be made by		Code			
Same as Block 5			Office of the Controller, 6th Floor 64 New York Avenue, N.W. Washington, DC 20002						
13. Reserved for future use				14. Accounting and Appropriation Data ENCUMBRANCE CODES:					
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount		
0001	Level I – Career Brief Assessment			INDEF	Each	.			
0002	Level II – Career Exploration Assessment			INDEF	Each				
0003	Level III Comprehensive Assessment			INDEF	Each				
				Total Amount of Contract					
16. Table of Contents									
(X)	Section	Description	Page	(X)	Section	Description	Page		
PART I – THE SCHEDULE				PART II – CONTRACT CLAUSES					
X	A	Solicitation/Contract Form			I	Contract Clauses			
X	B	Supplies or Services and Price/Cost		PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS					
X	C	Description/Specifications/Work Statement			J	List of Attachments			
X	D	Packaging and Marking							
X	E	Inspection and Acceptance			K	Representations, Certifications and Other Statements of Offerors			
X	F	Deliveries or Performance							
X	G	Contract Administration data			L	Instructions, conditions & notices to offerors			
X	H	Special Contract Requirements			M	Evaluation factors for award			
Contracting Officer will complete Item 17 or 18 as applicable									
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return one (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein, see I.7.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.					
19A. Name and Title of Signer (Type or print)				20A. Name of Contracting Officer					
				Marsha Robinson, Contracting Officer					
19B. Name of Contractor		19C. Date Signed		20B. District of Columbia		20C. Date Signed			
(Signature of person authorized to sign)				(Signature of Contracting Officer)					

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services



BLANKET PURCHASE AGREEMENT
DCJM-2014-A-0014

With .

(Contractor) hereby enters into a blanket purchase agreement with the Department on Disability Services (DDS), Rehabilitation Services Agency (RSA) to serve as a Personal Care Assistant provider. This vendor will provide the care which is required in order for the client to accomplish vocational goals.

1. EXTENT OF OBLIGATION:

- 1.1** The Government of the District of Columbia is obligated only to the extent that authorized purchases are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future orders. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c))
- 1.2** The Contractor shall not provide any services under this agreement until a purchase order with sufficient funding to cover the cost of the requested services has been issued.

2. PURCHASE LIMITATION:

The limitation of individual orders issued against this BPA shall not exceed small purchase limitation of **\$100,000**.

3. NOTICE OF INDIVIDUAL(S) AUTHORIZED TO PURCHASE UNDER THE BPA:

Edmund Neboh, the Contract Administrator (CA) and Mary Prentice, Business Services Supervisor, under the direction of the DDS Office of Contracts and Procurement, are the authorized individuals to place orders for goods or services under this BPA. A Contracting Officer is the only individual who may make changes to this BPA, or to increase the authorized amount of orders against this BPA

4. PRICING:

- 4.1** District shall pay the Contractor at an amount not to exceed the Contractor's price quoted in Contractor's Price Schedule.
- 4.2** **The Contractor** warrants and agrees that the prices charged to the District government shall be as low, or lower than the prices charged to their most favored customer for comparable services under similar terms and conditions, in addition to any discounts for prompt payment.

5. PERIOD OF PERFORMANCE:

- 5.1** The period of performance shall begin on the date the BPA is executed by the Contracting Officer and continue for a period of one (1) year thereafter.
- 5.2** The District reserve the right to extend this BPA for four (4) one (1) year option periods, or fractions thereof, by written notice to the Provider prior to the expiration of the Agreement; provided that the District gives the Provider written notice of its intent to extend at least thirty (30) days before the Agreement 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 option. The Provider may waive the thirty (30) day notice requirements by providing a written notice to the Contracting Officer. Purchase orders issued by the District will expire on September 30 of the year in which they are issued. The expiration date of the purchase order has no effect on the performance period of the actual BPA unless the purchase limitation amount has been met

6. DELIVERY TICKETS AND INVOICES:

- 6.1** Orders for services against this BPA will be placed by telephone or email.
- 6.2** Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets, sales slips or invoice that must contain as a minimum, the following information:
- 6.2.1** Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);
- 6.2.2** BPA and invoice number;
- 6.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed.
- 6.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- 6.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 6.2.6** Name, title, phone number of person preparing the invoice;
- 6.2.7** Name, title, phone number and mailing address of person (if different from the person identified in 6.2.6 above) to be notified in the event of a defective invoice; and

6.2.8 Authorized signature.

6.3 Direct all technical inquiries to the CA, Edmund Neboh at Edmund.Neboh@dc.gov

6.4 The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

7. PAYMENT OF INVOICES:

The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first.

All invoices should be mailed to: *Department on Disability Services
Office of the Controller, 4th Floor
64 New York Avenue, N.W.
Washington, DC 20002*

8. LAWS AND REGULATIONS INCORPORATED BY REFERENCE

By signing this Agreement, the Provider certifies, attests, agrees, and acknowledges to be bound by the following stipulations, representations and requirements of the provisions of the following laws, acts and orders, together with the provisions of the applicable regulations made pursuant to the laws, and they are incorporated by reference into this Agreement:

1. Standard Contract Provisions for use with District of Columbia Supplies and Services Contracts;
[http://ocp.dc.gov/DC/OCP/Supplier+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+\(March+2007\)](http://ocp.dc.gov/DC/OCP/Supplier+Support+Center/Solicitation+Attachments/Standard+Contract+Provisions+(March+2007)) (Ctrl+click to open link or copy to web address bar)

9. Price Schedule for Option Years

Vocational Evaluation Option Year One Rates

Enter rate for base year in block 15E of the cover page

Item #	Description	Unit	Unit Price
1001	Level I Career Brief Assessment	Each	\$ _____
1002	Level II Career Exploration Assessment	Each	\$ _____
1003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Two Rates

Item #	Description	Unit	Unit Price
2001	Level I Career Brief Assessment	Each	\$ _____
2002	Level II Career Exploration Assessment	Each	\$ _____
2003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Three Rates

Item #	Description	Unit	Unit Price
3001	Level I Career Brief Assessment	Each	\$ _____
3002	Level II Career Exploration Assessment	Each	\$ _____
3003	Level III Comprehensive Assessment	Each	\$ _____

Option Year Four Rates

Item #	Description	Unit	Unit Price
4001	Level I Career Brief Assessment	Each	\$ _____
4002	Level II Career Exploration Assessment	Each	\$ _____
4003	Level III Comprehensive Assessment	Each	\$ _____

Under Public Law 105.220, The Workforce Investment Act, the client has a right to make informed choices and decisions. The client may conduct interviews with available suppliers to make the most informed decision.