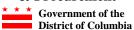


## OFFICE OF CONTRACTING AND PROCUREMENT OFFICE OF PROCUREMENT ADMINISTRATION

## **SOLICITATION SUBMISSION FORM**

## Office of Contracting & Procurement



Title 27 of the District of Columbia Municipal Regulations, Chapter 13, Section 1300.6, and 1300.7, requires that each solicitation with an estimated price over one hundred thousand dollars (\$100,000) shall appear at least once in a newspaper of general circulation....; and that solicitation notices shall be posted to an Internet site that provides for advertisement of solicitations.

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	Please make sure to completely fill-in the following areas. Failure to do so will result in	
	delays of processing.	
	All contract award information is required to be in Microsoft Word format.	
	AGENCY NAME: Department on Disability Services	
	POC Name: Nicole Starwood Telephone #:(202)730-1690- Fax #:(202) 730-1628	
	POC E-Mail Address: Nicole.Starwood@dc.gov	

Item	Description		
Solicitation Number	DCJM-2015-R-0020		
Caption	Mortality Investigation Services for DDA		
<b>Sub-Contracting Requirement (%)</b>	35%		
Work Site Location	Various		
Market Type/NIGP Code	Open market/ 948-74-51		
Primary Contact Person	Nicole Starwood		
Primary Contact Phone	(202) 730-1690		
Primary Contact E-mail	Nicole.starwood@dc.gov		
Primary Contact Fax (optional)	(202) 730-1514		
Alternate Contact Person	Marsha L. Robinson		
Alternate Contact Phone	(202) 730-1628		
Alternate Contact E-mail	Marsha.Robinson@dc.gov		
Alternate Contact Fax	(202) 730-1514		
Solicitation Advertising Date	August 20, 2015		
Solicitation Issuance Date	August 20, 2015		
Solicitation Pick-Up Location	Call Tina Hill at (202) 730-1717 to arrange pickup		
Solicitation Fee - Board Number	Fee: - Board Number:		
IFB Opening Date/Time			
RFP Closing Date/Time	September 10, 2015/ 2:00pm		
Pre-Proposal/Bid Conference Date	August 27, 2015		
Pre-Proposal/Bid Conference Time	1:00pm		
Pre-Proposal/Bid Conference Location	1125 15th street, NW, Washington, DC 20005 in Conference		
Synopsis: This is a summary of the solicitation's contents	Conduct investigations and prepare reports that examine events and circumstances surrounding the deaths of DC DDS/DDA persons with an intellectual disability and/or a qualifying developmental disability who are over the age of 18 years		