OFFICE OF CONTRACTING AND PROCUREMENT
OFFICE OF PROCUREMENT ADMINISTRATION

Office of Contracting & Procurement
Government of the District of Columbia

SOLICITATION SUBMISSION FORM

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.

- ☐ 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**
☐	**Sub-Contracting Requirement (%)**	**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**