

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Market	<b>Open Market</b>	1	54
2. Contract Number	3. Solicitation Number	4. Type of Solicitation		5. Date Issued	6. Requisition/Purchase Number
	<b>DCPL-2016-B-0036</b>	<input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Request for Proposal		<b>18-May-16</b>	
<b>6a. Caption:</b> Microsoft Enterprise Agreement for the District of Columbia Public Library					
7. Issued By			8. Address Offer To (If other than line 7)		
Code			E-MAIL ELECTRONICALLY TO DIANE.WOODEN2@DC.GOV		
<b>District of Columbia Public Library Office of Procurement @ MLK Library 901 G Street NW - 4th Floor Washington, DC 20001</b>					

NOTE: In sealed bid solicitations "Offer" and Offeror" means "Bid" and "Bidder"

**SOLICITATION**

9. Sealed bid in original and 0 copy for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in See Number 8 Above until 2:00 p.m. local time 1-Jun-16  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 19 DCMR Chapter 43 as applicable. All offers are subject to all terms and conditions contained in this solicitation.

10. For Information Contact	A. Name	B. Telephone (No Collect Calls)		C. E-mail Address
	<b>Diane Wooden</b>	(Area Code) 202	(Number) 727-4800 (Ext)	<a href="mailto:diane.wooden2@dc.gov">diane.wooden2@dc.gov</a>

**11. Table of Contents**

(X)	Section	Description	Pages	(X)	Section	Description	Pages
	PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES		
	A	History and Background		x	I	Contract Clauses	34-44
x	B	Pricing and Schedule	2-12		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS		
x	C	Statement of Work	13-14	x	J	List of Attachments	45
x	D	Packaging and Marking	15		PART IV - REPRESENTATIONS AND INSTRUCTIONS		
x	E	Inspection and Acceptance	16		K	Representations, Certifications and Other Statements of Offerors	46
x	F	Deliveries or Performance	17				
x	G	Contract Administration Data	18-23		L	Instructions, Conditions & Notices to Offerors	47-51
x	H	Special Contract Requirements	24-33	x	M	Evaluation Factors for Award	52-54

**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. Discount for Prompt Payment

10 Calendar days %	20 Calendar days %	30 Calendar days %	<u>    </u> Calendar days %
--------------------	--------------------	--------------------	-----------------------------

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	Code	Facility	16. Name and Title of Person Authorized to Sign Offer/Contract
15B. Telephone	15 C. Check if remittance address is different from above - enter address in Schedule Section K.		17. Signature
(Area Code)	(Number)	(Ext)	18. Offer Date

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation	
22. <input type="checkbox"/> Award - DC OCP Form 201 not required <input type="checkbox"/> Negotiated Agreement - DC OCP Form 201 not required	23. Submit Invoices to Address Shown In (1 copy unless otherwise specified)		Item
24. Administered By (If other than Item 7)	Code	25. Reserved for future use	
26. Name of Contracting Officer (Type or Print) Diane Wooden	27. Government of the District of Columbia  (Signature of Contracting Officer)		28. Award Date