Office of Procurement

SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Requisition No: RK101898  Purchase Order No: PO591614

Caption: MARKETING TEMP SUPPORT

Program Office: SUBJECT DIVISION

Contact Name: D. WARD Contact Telephone No: (202) 741-5800

Contractor Name: MB STAFFING

Contractor Contact: S. BROMN Contactor Telephone: 202-887-4747

LSDBE Certification No.:

Certification Number: LSDR31052032021
Expiration Date: March 2, 2021

Categories
Local Business Enterprise (LBE)
Disadvantaged Business Enterprise (DBE)
Small Business Enterprise (SBE)
Resident Owned Business (ROB)

Preference Points: 12
% of Price Reduction:

LSDBE Certification Exp. Date:

Certification Information
Tab 1  BPA/Purchase Order Agreement
Tab 2  Purchase Order/Requisition
Tab 3  Quote
Tab 4  Bid Analysis
Tab 5  Determination of Sole Source/Emergency
Tab 6  Determination of Reasonable Price & Award
Tab 7  Request Quotation/Statement of Work
Tab 8  List of Potential Bidders
Tab 9  Federal and DC Excluded Parties List (if applicable)
Tab 10 Other  (Memo to File)
SIMPLIFIED ACQUISITION CONTRACT FILE CHECKLIST

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that all documents checked above are included in this contract file.

Ameer M. Abdullah, Sr.
Contract Specialist (Print)
Signature
Date 10/5/18

Pursuant to the Simplified Acquisition Contract File Checklist, I hereby certify that I have reviewed the file and that all documents checked above are included in this contract file.

Diane Wooden
Chief Procurement Officer
Signature
Date 10/5/18
In accordance with 19 DCMR, Chapter 43, Section 4307, I have determined that the price for this procurement is deemed reasonable based on the box checked below:

(a) Competition exemption in accordance with DC Official Code Section 2-354.13.  □

(b) Non-competitive simplified procurement less than $10,000.00.   □

(c) Comparison of proposed prices received in response to the solicitation. □

(d) Comparison of prior proposed prices and contract prices with current proposed prices for the same or similar items. □

(c) Best value analysis. □

(f) Comparison with competitive published price lists, published market prices of commodities, similar indexes, and discount or rebate arrangements. □

(g) Comparison of proposed prices with independent District cost estimates. □

(h) D.C. Supply Schedule/GSA Contract. □

__________________________  ______________________
Contract Specialist          Date

10/15/18
*** Electronic Invoicing Purchase Order. Please use https://vendorportal.dc.gov to register and submit invoices. ***

Order No: PO591614 -FY19 Office Support Midtown Personnel

Issued on Fri, 05 Oct, 2018

Grantee:
MIDTOWN PERSONNEL, INC.
900 7TH STREET, NW
SUITE 725
WASHINGTON, DC 20001 -
United States
Phone: 1202 887 4747
Fax: 1202 887 4748
Contact

Recipient Address:
MLK Library - Marketing and
Communications
901 G Street, NW, Room 410
Washington, DC 20001
United States

Bill To:
Please use https://vendorportal.dc.gov to register and submit invoices.

BILL To Contact: Accounts Payable
If used in conjunction with a contract award, purchase order is placed in accordance with all provisions of Contract Number: none
Requester: Deborah Ward
Delivery Date: Mon, 1 Oct, 2018
PR No.: RK101898

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part Number</th>
<th>Unit</th>
<th>Qty</th>
<th>Need By</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Support for temporary services at K ...</td>
<td>each</td>
<td>36</td>
<td>Mon, 01 Oct, 2018</td>
<td>$21.18 USD</td>
<td>$752.48 USD</td>
<td></td>
</tr>
</tbody>
</table>

Office Support for temporary services at K Street and the Operations Center.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part Number</th>
<th>Unit</th>
<th>Qty</th>
<th>Need By</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Inventory support for storing new purchased ...</td>
<td>each</td>
<td>120</td>
<td>Mon, 01 Oct, 2018</td>
<td>$21.18 USD</td>
<td>$2,541.60 USD</td>
<td></td>
</tr>
</tbody>
</table>

Inventory support for storing new purchased promotional items at the Operations Center and general support responding to promotional items requests.

Total $3,304.08 USD

Comments

• COMMENT by aribusystem on 10/05/2018
  The Contractor shall submit payment requests in electronic format through the DC Vendor Portal vendorportal.dc.gov by selecting the applicable purchase order number which is listed on the Contractors profile INVOICES FOR QUANTITIES OR AMOUNTS GREATER THAN WHAT IS STATED ON THE PURCHASE ORDER WILL BE REJECTED. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN DELAYS IN PAYMENT. (aribusystem, Fri, 05 Oct, 2018)

• COMMENT by aribusystem on 10/05/2018
  ***GOVERNMENT OF THE DISTRICT OF COLUMBIA STANDARD CONTRACT PROVISIONS FOR USE WITH THE DISTRICT OF COLUMBIA GOVERNMENT SUPPLY AND SERVICES CONTRACTS (July 2010) ARE HEREBY INCORPORATED BY REFERENCE. WWW.OCP.DC.GOV*** (aribusystem, Fri, 05 Oct, 2018)

• COMMENT by aribusystem on 10/05/2018
Requisition No. RK101898

Issued on Wed, 26 Sep, 2018
Created on Wed, 26 Sep, 2018 by Deborah Ward

Supplier:
MOTOWN PERSONNEL, INC.
900 7TH STREET, NW
SUITE 725
WASHINGTON, DC 20001-
United States
Phone: 202 887 4747
Fax: 202 887 4748
Contact TANKA CAPLE

Ship To:
MLK Library - Marketing and Communications
901 G Street, NW; Room 410
Washington, DC 20001
United States

Bill To:
DC Public Library - Chief Financial Officer
901 G Street NW Room 441
Washington, DC 20001
United States
Phone: (202) 727-1198

Deliver To:
Deborah Ward

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Part Number</th>
<th>Unit</th>
<th>Qty</th>
<th>Need By</th>
<th>Unit Price</th>
<th>Extended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Support for temporary services at K ...</td>
<td>each</td>
<td>36</td>
<td>Mon, 01 Oct, 2018</td>
<td>$21.18 USD</td>
<td>$762.48 USD</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Inventory support for storing new purchased ...</td>
<td>each</td>
<td>120</td>
<td>Mon, 01 Oct, 2018</td>
<td>$21.18 USD</td>
<td>$2,541.60 USD</td>
<td></td>
</tr>
</tbody>
</table>

Office Support for temporary services at K Street and the Operations Center.

Inventory support for storing new purchased promotional items at the Operations Center and general support responding to promotional items requests.

Total $3,334.08 USD

Status: Ordered

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
<tr>
<td>Required</td>
</tr>
<tr>
<td>Required</td>
</tr>
<tr>
<td>Required</td>
</tr>
</tbody>
</table>
September 26, 2018

Thank you for the opportunity to be of service to *DC Public Library*. Below, please find Midtown Personnel’s price submission for your temporary services requirement.

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Projected Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time Assistant</td>
<td>Hourly - 36 hours</td>
<td>$21.18/hr</td>
<td>$762.48</td>
</tr>
<tr>
<td>Assistant</td>
<td>Hourly - 120 hours</td>
<td>$21.18/hr</td>
<td>$2,541.60</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$3,304.08</td>
</tr>
</tbody>
</table>

Additional information on Midtown Personnel:

Tax I.D. Number: 52-1645512  
DUNS Number: 793586405  
Cage Code: 3E9C2  
DCSS: DCSS-2006-R-91630-00  
Business Size: Small Business, Woman Owned, CBE  
Business Address: 1130 Connecticut Ave, NW  
                        Suite 1101  
                        Washington, DC 20036  
Point of Contact: Ward Howick  
Telephone: 202-887-4747  
Fax: 202-887-4748

Sincerely,

Ward Howick  
Senior Vice President
Excluded Parties List

Pursuant to the DC Code § 2-359.07, the District of Columbia may debar or suspend contractors from consideration for award of contracts or subcontracts. This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List. For questions regarding the
## Past Excluded Parties List

### Excluded Parties List by Individual

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Principal Address</th>
<th>Action Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akinleye, Monreti</td>
<td>3613 Georgia Avenue, NW, Washington, March 22, 2005 DC 20010</td>
<td>March 21, 2008</td>
<td></td>
</tr>
<tr>
<td>Akinleye, Olushola</td>
<td>3613 Georgia Avenue, NW; Washington, March 22, 2005 DC 20010</td>
<td>March 21, 2008</td>
<td></td>
</tr>
<tr>
<td>Bansal, Sushil</td>
<td>900 17th Street, NW; Suite 900</td>
<td>May 28, 2009 and August 18, 2010</td>
<td>May 27, 2012</td>
</tr>
<tr>
<td>Chambers, Robert X.</td>
<td>20 Queen Street Cape May, NJ 08204-1624</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Gregorio, Florentino</td>
<td>711-A Edgewood Street, NW; Washington, DC 20017</td>
<td>November 28, 2000</td>
<td>February 13, 2003</td>
</tr>
<tr>
<td>Gregorio, Florentino</td>
<td>711-A Edgewood Street, NW; Washington, DC 20017</td>
<td>July 7, 2003</td>
<td>October 6, 2003</td>
</tr>
<tr>
<td>Gregorio, Florentino</td>
<td>711-A Edgewood Street, NW; Washington, DC 20017</td>
<td>February 12, 2004</td>
<td>August 27, 2004</td>
</tr>
<tr>
<td>Izzard, John Ervin</td>
<td>115 Blackbird Hill Lane Laurel, MD 20724</td>
<td>March 22, 2005</td>
<td>March 21, 2007</td>
</tr>
<tr>
<td>James, Akiuber Ndomo: aka &quot;Akube Wuromori Ndomoro&quot;</td>
<td>3636 16th Street, NW; Apt # B1235</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Jeffrey L. Jones</td>
<td>2925 O Street, SE; Washington DC 20020</td>
<td>March 22, 2005</td>
<td>March 21, 2008</td>
</tr>
<tr>
<td>Sonja Mattress</td>
<td>4274 Foote Street NE; Unit 3</td>
<td>May 11, 2015</td>
<td>May 11, 2016</td>
</tr>
<tr>
<td>Mir, Sarosh</td>
<td>900 17th Street, NW; Suite 910</td>
<td>May 10, 2010</td>
<td>May 9, 2013</td>
</tr>
<tr>
<td>Postell, Kenneth D.</td>
<td>400 5th Street, NW; Washington, DC 20006</td>
<td>February 6, 2008</td>
<td>June 6, 2008</td>
</tr>
<tr>
<td>Rodriguez, Jose</td>
<td>2237 33rd Street, NE; Washington, DC 20118</td>
<td>April 25, 2003</td>
<td>October 25, 2003</td>
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<tr>
<td>Shrensky, Lewis</td>
<td>2237 33rd Street, NE; Washington, DC 20118</td>
<td>April 25, 2003</td>
<td>October 25, 2003</td>
</tr>
<tr>
<td>Young, Leonard H.</td>
<td>7003 Tarquin Avenue Temple Hills, MD 20748</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
</tbody>
</table>

### Excluded Parties List by Company
Office of Contracting and Procurement

Office Hours
Monday to Friday, 8:30 am to 4:30 pm

Connect With Us
441 4th Street, NW, 700S, Washington, DC 20001
Phone: (202) 727-0252
Fax: (202) 727-9385
TTY: (202) 123-4567
Email: ocp@dc.gov

Ask the Director
Agency Performance

Amharic (አማርኛ)
Chinese (中文)
French (Français)
Korean (한국어)
Spanish (Español)
Vietnamese (Tiếng Việt)

Present Excluded Parties List

This Excluded Parties List categorizes parties that have been suspended or debarred by the Chief Procurement Officer. While they are debarred or suspended, the District will not solicit offers from, award contracts to, renew, or otherwise extend contracts with, or consent to subcontracts with entities or individuals that appear on the Excluded Parties List.

Excluded Parties List by Individual
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<th>Principal Address</th>
<th>Action Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acar, Yusuf</td>
<td>Washington, DC 20008-1005</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Bansal, Sushil</td>
<td>900 17th Street, NW, Suite 900 Washington, DC 20006</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Chambers, Robert X.</td>
<td>20 Queen Street Cape May, NJ 08204-1624</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>James, Akiuber Ndoromo aka &quot;Akube Wuromori Ndoromo&quot;</td>
<td>3636 16th Street NW, Apt # B1235 Washington, DC 20010-8144</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Young, Leonard H.</td>
<td>Tarquin Avenue Temple Hills, MD 20748</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
</tbody>
</table>

Excluded Parties List by Company

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Principal Address</th>
<th>Principals</th>
<th>Action Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Integrated Technologies Corporation</td>
<td>900 17th Street, NW, Suite 900 Washington, DC 20006</td>
<td>Sushil Bansal, President and Chief Executive Officer</td>
<td>May 28, 2009</td>
<td>Pending Final Determination</td>
</tr>
<tr>
<td>Chambers &amp; Sons Flooring Inc. Innovative IT Solutions, Inc.</td>
<td>323 E King Street Malvern, PA 19355</td>
<td>Robert X. Chambers</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Young Star Tours</td>
<td>7003 Tarquin Avenue Temple Hills, MD 20748</td>
<td>Leonard H. Young</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
<tr>
<td>Young Transportation</td>
<td>7003 Tarquin Avenue Temple Hills, MD 20748</td>
<td>Leonard H. Young</td>
<td>February 6, 2008</td>
<td>February 5, 2011</td>
</tr>
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