

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**



**REQUEST FOR TASK ORDER PROPOSAL**

To: DSLBD IDIQ Holders  
Caption: DISB Bank Feasibility Study  
Issuance Date: February 14, 2018  
Due Date: March 5, 2018

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Department of Insurance, Securities and Banking (DISB) is seeking a contractor to conduct a feasibility study regarding establishment of a public bank in the District of Columbia, including recommendations for implementing a public bank if feasible.

The task order proposal should be prepared according to the instructions listed below:

**1. PROPOSAL SUBMISSION REQUIREMENTS**

To be considered, a Contractor must submit the required attachments via email to the point of contact stated below in Section 3, Proposal Submission Information, of this Request for Task Order Proposal (RFTOP) before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals will not be accepted.

Proposals shall be submitted as a .pdf file. The District will not be responsible for the corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

The District may award a task order on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

The Offeror shall submit one (1) attachment in its electronic submittal that includes your (1) a technical proposal and price proposal. **Please note that the attachment is limited to a maximum size of 25 MB.**

The Offeror shall label the attachment DISB – Bank Feasibility Study.

**2. PROPOSAL FORMAT**

**Section I - Technical Approach and Experience (no more than 10 pages)**

- A comprehensive and detailed technical approach, setting forth your approach for implementing and carrying out the objectives in the scope of work successfully. The proposed approach shall

demonstrate how the offeror intends to meet the schedule requirements, complete the projects and all deliverables successfully. The Offeror’s response should draw upon past experience, industry standards, and best practices in your project approach.

- The Offeror’s proposal shall contain a staffing plan with an organizational chart indicating the resources and individuals that are to be dedicated to the services required. The staffing plan should include the number of staff, names, capabilities and experience, and project role, of the personnel to be assigned to the project (See format below).

Team Member Name	Title	IDIQ Labor Category	Years of Experience	Project Role

**Section II – Technical Expertise and Previous Experience (no more than 10 pages)**

- The Offeror shall provide detailed information demonstrating the Offeror’s team and individual team member’s proven experience and past performance in providing similar services.
- The Offeror shall provide a list of three (3) previous contracts for which the Offeror provided identical or similar work within the last five (5) years. The list shall include: Name of Company/Organization; Title of Project; Contract Number; Dollar Amount; Period of Performance, Contact Person’s Name, Title, Telephone Number and Email Address. For each project listed the offeror shall provide a narrative that describes the projects and highlight similarities between it and the scope of this solicitation.

**Section III –Price (no page limit)**

Offerors shall submit their price proposal utilizing the fully loaded rates per their awarded IDIQ contract.

Unless otherwise directed, in writing, the price proposal shall at a minimum include:

1. Completed Rate/Price Schedule (Tables 1 and 2).
2. Offeror’s are also required to submit a copy of their price proposal in MS Excel format.

**3. PROPOSAL SUBMISSION INFORMATION**

The closing date and time for receipt of proposals is on or before 12PM EST Monday, March 5, 2018, via email to [todd.allen@dc.gov](mailto:todd.allen@dc.gov).

**4. TYPE AND TERM OF TASK ORDER**

The District intends to award a fixed price task order. The term of the task order will be one year from date of award.

**5. QUESTIONS**

If an Offeror has any questions relating to this RFTOP, the prospective Offeror shall submit the question electronically via email no later than February 23, 2018. The District may not consider any questions

received after that date. The District will furnish responses via email. An amendment to the RFTOP will be issued if the District decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

## **6. CONTRACT OFFICER(CO)**

Task Orders will be entered into and signed on behalf of the District only by the Contracting Officer (CO), whose contact information is as follows:

Todd Allen  
Office of Contracting and Procurement  
441 4th Street, NW, Suite 700S  
Washington, D.C. 20001  
Telephone: 202.724.3969  
E-mail: [todd.allen@dc.gov](mailto:todd.allen@dc.gov)

## **7. CONTRACT ADMINISTRATOR(CA)**

The CA is responsible for general administration of the task order and advising the CO as to the Contractor's compliance or noncompliance with the order. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. The address and telephone number of the CA is:

Brian Williams  
Associate Commissioner for Banking  
Department of Insurance, Securities and Banking  
1050 First Street NE, Suite 801  
Washington, DC 20002  
Telephone: 202. 442.7774  
[E-mail: brianp.williams@dc.gov](mailto:brianp.williams@dc.gov)

## **8. FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this RFTOP, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

## **9. ACKNOWLEDGMENT OF AMENDMENTS**

The Offeror shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment or (b) by identifying the amendment number and date in their proposal to the District. The District must receive the acknowledgment by the date and time specified for receipt of proposals. Offeror's failure to acknowledge an amendment may result in rejection of the proposal.

## **10. EVALUATION FOR AWARD**

The contract will be awarded to the responsible Offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

**TECHNICAL RATING**

The Technical Rating Scale is as follows:

<b>Rating</b>	<b>Adjective</b>	<b>Description</b>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; Offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the Offeror’s score for each factor. The Offeror’s total technical score will be determined by adding the Offeror’s score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the Offeror’s response as “Good,” then the score for that evaluation factor is 4/5 of 40 or 32.

If sub factors are applied, the Offeror’s total technical score will be determined by adding the Offeror’s score for each sub factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two sub factors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the Offeror’s response as “Good” for the first sub factor and “Poor” for the second sub factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub factor plus 1/5 of 20 or 4 for the second sub factor, for a total of 20 for the entire factor.

**EVALUATION CRITERIA**

Proposals will be evaluated based on the following evaluation factors in the manner described below:

**TECHNICAL CRITERIA (80 Points Maximum)**

These factors consider the Offeror’s technical approach, past performance, experience and personnel used in performing services similar to the required services as described in the scope of

work.

**Technical Evaluation Factors**

Technical Proposal	Points
A. Technical Approach	40
B. Technical Expertise and Previous Experience	40
<b>Total</b>	<b>80</b>

**Section I - Technical Approach (40 Points maximum)**

- This evaluation factor considers the Offeror’s propose approach, setting forth their process for implementing and carrying out the objectives in the scope of work successfully. (20 points)
- The Offeror’s staffing plan. (20 points)

**Section II - Technical Expertise and Previous Experience (40 Points maximum)**

- The Offerors team and team member’s technical expertise and previous experience and relevance of the work performed. (20 points)
- The Offeror’s previous work on similar services provided by the Offeror team members to other entities or organizations. (20 points)

**Section III – Price (20 Points Maximum)**

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror’s evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

**TOTAL POINTS (100 Points Maximum)**

**11. GENERAL STANDARDS OF RESPONSIBILITY**

See Offerors respective IDIQ Advisory Services Contract.

**12. ATTACHMENTS**

- i. Attachment A – Statement of Work
- ii. Attachment B – Price Proposal

## ATTACHMENT A

### SCOPE

The District of Columbia Office of Contracting and Procurement, on behalf of the District of Columbia Department of Insurance, Securities and Banking (DISB) (the “District”) is seeking a contractor to provide the District with an economic study to determine the feasibility of establishing a District of Columbia owned bank to help finance community projects; provide a more robust lending climate for District small businesses and others who have historically been denied access to credit; provide enhanced fiscal management; and maximize returns on public funds and investments.

The RFP seeks a Contractor who will study the District’s banking and financing practices, the District’s financial market, and the financial and population demographics of the District of Columbia.

The performance of these duties requires sensitivity to, and familiarity with, the District of Columbia Government’s fiscal operations, the financial market in the District of Columbia, and financial needs of small businesses and individuals.

The Contractor shall provide a written Public Bank Feasibility Study Report that shall indicate whether a District of Columbia public bank is feasible and describe the factors that make a public bank feasible or not. If the Report concludes that a District public bank is feasible, the Report shall describe the steps for establishing the public bank and include a description of the issues (e.g., legal, legislative, administrative, and financial) that must be addressed to establish a bank.

### APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	District of Columbia Home Rule Act	DC Code Title 1, Chapter 2	2001 edition
2	Law	DC Code Title 1, Chapter 3	2001 edition
3	Law	DC Code Title 47, Chapters 1, 3, 4, and 5, 31	2001 edition

### DEFINITIONS

Public Bank – The term public bank refers to a financial institution that is owned by a government agency and operated in the public interest. A public bank may be created by any government agency that is willing to comply with local banking requirements.

### BACKGROUND

DISB regulates financial-service businesses in the District by administering the District's insurance, securities and banking laws, rules and regulations. DISB's mission is two-fold: (1) protect consumers; and (2) develop and improve market conditions to attract and retain financial services firms to the District. DISB accomplishes this by working to ensure District residents have access to a wide choice of financial services, and are treated fairly by service providers. The Department also provides a positive business climate that encourages fair and open competition and supports economic development and business growth in the District.

The District of Columbia Fiscal Year 2018 Budget provided funding for DISB to conduct a study of the feasibility of establishing a public bank that would lend to small businesses and others that have historically been denied access to credit. A public bank is a financial institution that is owned by a government agency and operated in the public interest. The District is interested in establishing a public bank, if feasible, as it District could have the potential for enhancing the District's fiscal management, improving returns on District funds, and providing a more robust lending climate in the District.

## **REQUIREMENTS**

### **Task 1**

1. The Contractor shall conduct a survey on the District's current banking sector policies and activities, as well as local and national market conditions.
2. In conducting the survey, the Contractor shall look at whether there are any lending gaps in the District in the following areas:
  - a. Small business lending;
  - b. Real estate lending, both residential and commercial;
  - c. Angel capital; and
  - d. Consumer loans.
3. As part of the survey, the Contractor shall conduct at least fifteen (15) interviews and 15 focus group discussions with stakeholders, to include District government officials responsible for financial management and investment, economic development, housing, small business development, and economic empowerment; representatives from the District's banking and credit union community; the business community; small businesses; business incubators; community development organizations, and other individuals or groups relevant to the feasibility analysis or implementation of a public bank.

### **Task 2**

1. The Contractor shall conduct at least four (4) public meetings to solicit input from the public on the financial needs of the community and whether a public bank would be beneficial to the District, its residents, and the business community.

### **Task 3**

1. The Contractor shall draft a consensus document that describes the current financial environment in the District and provides a general understanding of the financial needs of the District government and the community.

### **Task 4**

1. The Contractor shall develop a Strawman which describes the Contractor's recommended approach to establishing a public bank that can be evaluated for feasibility and economic impact. The Strawman shall describe the form of the entity, how long it will take to establish, and what volume of business might be conducted by the entity. The Strawman design shall account for market, political, community, and legal considerations.

The Strawman shall also include the following additional considerations:

- a. A measurable and objective quantification of a public bank through analyses of the fiscal and economic impacts of the creation of a public bank in the District;
  - b. An analysis of how a public bank could bolster the District government's fiscal management policies and procedures, including the impact of the public bank on depository collateral regulations, interdepartmental cash flows, liquidity management, and capital project forecasting and funding;
  - c. The identification and analysis of the relevant legal and administrative issues associated with the establishment of a public bank.
  - d. A review other public banks or related institutions such as the Bank of North Dakota, and the Puerto Rico Government Development Bank; and
  - e. A description of other recent or current public banking initiatives in the United States.
2. The Contractor shall identify risks with the Strawman to raise all concerns with the Strawman and identify methods of addressing the risks.

### **Task 5**

1. The Contractor shall provide a pro forma to forecast the possible volume of deposits and loans made through a District bank and the related treasury improvements.

### **Task 6**

1. The Contractor shall review relevant District laws and regulations and federal requirements to determine what steps would need to be taken to establish a public bank and what legal impediments need to be addressed.

## Task 7

1. The Contractor shall provide to DISB no later than September 15, 2018, a written Public Banking Feasibility Study Report discussing the results of the information collected and analyses undertaken as required by requirements 1 through 7.

If the establishment of a public bank is feasible, the Contractor shall include in the Public Banking Feasibility Study Report steps for the establishment of a public bank that at a minimum shall include a description of:

- a. Functions of Bank
- b. Governance Considerations
- c. An implementation Plan
- d. All operational considerations
- e. District policy issues
- f. Financial/Economic Impacts

DISB will conduct intermittent status checks with the Contractor either in-person or by teleconference on an as-needed basis.

The performance of these duties requires sensitivity to, and familiarity with, the District of Columbia Government's fiscal operations, the financial market in the District of Columbia, and financial needs of small businesses and individuals.

## DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section 7 in accordance with the following:

Item	Deliverable	Quantity	Format/Method of Delivery	Due Date
1	Kick-Off Meeting	1	Meeting	March 30, 2018
2	Interviews	15	Meeting	June 30, 2018
3	Focus groups	15	Meeting	June 30, 2018
4	Public Hearings	4	Meeting	April 13, 2018 May 3, 2018 May 24, 2018 June 19, 2018
5	Draft of Consensus Document	1	Word document	August 1, 2018
6	Draft of Strawman	1	Word document	August 1, 2018
7	Draft of Public Banking Feasibility Study Report	1	Word document	August 1, 2018
8	Meeting to discuss Draft of Consensus Document	1	Meeting	August 15, 2018

9	Meeting to discuss Draft of Strawman	1	Meeting	August 15, 2018
10	Meeting to discuss Draft of Public Banking Feasibility Study Report	1	Meeting	August 15, 2018
11	Public Banking Feasibility Study Final Report, including Consensus Document and Strawman	1	Word document	September 15, 2018

**ATTACHMENT B**

**Table 1. PRICE SCHEDULE**

<b>CLIN</b>	<b>Description</b>	<b>Price</b>
0001	Survey the District’s current banking sector policies and activities, as well as local and national market conditions, including the evaluating whether there are any lending gaps in the District, conducting interviews and focus group discussion with stakeholders.	\$ _____
0002	Conduct at least four (4) public meetings to solicit input from the public on the financial needs of the community and whether a public bank would be beneficial to the District, its residents, and the business community.	\$ _____
0003	Draft a final Consensus Document that describes the current financial environment in the District and provides a general understanding of the financial needs of the District government and the community	\$ _____
0004	Develop a final Strawman to describe the Contractor’s recommended approach to establishing a public bank that can be evaluated for feasibility and economic impact.	\$ _____
0005	Provide a pro forma to forecast potential volume of deposits and loans made through a District bank, which includes appropriate measures to evaluate the fiscal and economic impacts of a public bank.	\$ _____
0006	Review relevant District laws and regulations and federal requirements to determine what steps would need to be taken to establish a public bank and what legal impediments need to be addressed.	\$ _____
0007	Prepare and submit to DISB no later than September 15, 2018, a written Public Banking Feasibility Study Report discussing the results of the information collected and analyses undertaken as required by 1 through 7.	\$ _____
<b>TOTAL FIXED PRICE AMOUNT</b>		\$ _____

**Table 2. COST SCHEDULE**

CLIN 0001 (sample)			
Labor			
Labor Category	Rate	Hours	Total
	\$		\$
	\$		\$
	\$		\$
Total Labor Cost			\$
Other Direct Costs			
			\$
			\$
CLIN 0001 Total			\$

The Offeror's price proposal shall support the Offeror's technical approach and include a detailed cost breakdown by the labor category and fully loaded hourly labor rate for each CLIN and follow the outline provided in this section for Table 2.