

Chairman Phil Mendelson
at the request of the Mayor

A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve, on an emergency basis, Purchase Orders PO625875, PO621742-V2, PO630568, PO637947, PO658141-V2, PO679865, and PO687321 issued to Milestone Therapeutic Services, Inc. to provide occupational and physical therapy for students with individualized education programs, and to authorize payment for the goods and services received and to be received under the purchase orders.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA,

That this act may be cited as the “Milestone Therapeutic Services, Inc. Purchase Orders Approval and Payment Authorization Emergency Act of 2023”.

Sec. 2. Pursuant to Section 451 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Official Code § 1-204.51), and notwithstanding the requirements of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01 *et seq.*), the Council approves Purchase Orders PO625875, PO621742-V2, PO630568, PO637947, PO658141-V2, PO679865, and PO687321 to provide occupational and physical therapy for students with individualized education programs, and authorizes payment in the not-to-exceed amounts of: \$2,390,064 for the goods and services received during the period from November 19, 2019 through September 30, 2020; \$3,182,655 for the goods and services received during the period from October 1, 2020 through September 30, 2021;

35 \$3,313,638 for the goods and services received during the period from October 1, 2021
36 through September 30, 2022; and \$2,354,385.30 for the goods and services received and
37 to be received during the period from October 1, 2022 through June 30, 2023.

38 Sec. 3. Fiscal impact statement.

39 The Council adopts the fiscal impact statement provided by the Chief Financial
40 Officer as the fiscal impact statement required by Section 4a of the General Legislative
41 Procedures Act of 1975, approved October 16, 2006 (120 Stat. 2038; D.C. Official Code
42 § 1-301.47a).

43 Sec. 4. Effective date.

44 This act shall take effect following approval by the Mayor (or in the event of veto
45 by the Mayor, action by the Council to override the veto), and shall remain in effect for
46 no longer than 90 days, as provided for emergency acts of the Council of the District of
47 Columbia in Section 412(a) of the District of Columbia Home Rule Act, approved
48 December 24, 1973 (87 Stat. 788; D.C. Official Code § 1-204.12(a)).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



Pursuant to section 202(c-1) of the Procurement Practices Reform Act of 2010, as amended, D.C. Official Code § 2-352.02(c-1), the following contract summary is provided:

COUNCIL CONTRACT SUMMARY

(Retroactive)

(A) Contract Number: PO625875
PO621742-V2
PO630568
PO637947
PO658141-V2
PO679865
PO687321

Proposed Contractor: Milestone Therapeutic Services

Contract Amount: Base period: \$2,390,064.00
Option year one: \$3,182,655.00
Option year two: \$3,313,638.00
Option period three: \$2,354,385.30

Term of Contract: Base period: November 19, 2019, to September 30, 2020
Option year one: October 1, 2020, to September 30, 2021
Option year two: October 1, 2021, to September 30, 2022
Option period three: October 1, 2022, to June 30, 2023

Type of Contract: Requirements

Source Selection Method: Request for Proposal

(B) For a contract containing option periods, the contract amount for the base period and for each option period. If the contract amount for one or more of the option periods differs from the amount for the base period, provide an explanation of the reason for the difference:

Base Period Amount: \$2,390,064.00

Option Year One Amount: \$3,182,655.00

Explanation of difference from the base period (if applicable):

The base period allowed for eleven months of performance. Option year one is twelve months for the performance period starting October 1, 2020, through September 30, 2021.

Option Year Two Amount: \$3,313,638.00

Explanation of difference from the base period (if applicable):

The base period allowed for eleven months of performance. Option year two was twelve months for the performance period starting October 1, 2021, through September 30, 2022.

Option Period Three Amount: \$2,354,385.30

Explanation of difference from the base period (if applicable):

The base period allowed for eleven months of performance. Option period three is also for 11 months, and reflects increases for cost of living for the performance period starting October 1, 2022, through June 30, 2023.

Option Year Four Amount: \$2,904,258.00

Explanation of difference from the base period (if applicable):

The base period allowed for eleven months of performance. Option year four is twelve months for the performance period starting October 1, 2023, through September 30, 2024.

(C) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:

Occupational therapy and physical therapy for students with Individual Education Plans (IEP).

(D) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past performance components:

On November 6, 2019, the District of Columbia Public Schools (DCPS), Office of Contracts and Acquisitions, issued Request for Proposal (RFP) No. GAGA-2020-R-0012 in the open market, with a 35% certified business enterprise subcontracting requirement. Two offerors responded by the closing date of November 19, 2019. One open market vendor and one CBE submitted proposals. The contracting officer selected, on November 19, 2019, Milestone Therapeutic as the responsive and responsible offeror, and awarded a series of purchase orders to Milestone Therapeutic.

(E) A description of any bid protest related to the contract award, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District. Include the identity of the protestor, the grounds alleged in the protest, and any deficiencies identified by the District as a result of the protest:

Not applicable

(F) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private sector contracts with requirements like those of the proposed contract:

Milestone Therapeutic previously successfully provided occupational therapy and physical therapy services to the District of Columbia Public Schools. Based on past performance with the agency, the Milestone Therapeutic has the necessary organization, experience, accounting and operational controls, technical skills, ability to obtain, and a satisfactory record of integrity and business ethics.

Considering all existing commercial and governmental business commitments and a satisfactory performance record, it could comply with the required or proposed delivery or performance schedule. Milestone Therapeutic has a designated team who perform, coordinate and track the services.

(G) The period of performance associated with the proposed change, including the date as of which the proposed change is to be made effective:

Base Period: November 19, 2019, to September 30, 2020

PO625875

PO621742-V2

PO630568

Option year one: October 1, 2020, to September 30, 2021

PO637947

Option year two: October 1, 2021, to September 30, 2022

PO658141-V2

Option period three: October 1, 2022, to June 30, 2023

PO679865

PO687321

(H) The value of any work or services performed pursuant to a proposed change for which the Council has not provided approval, disaggregated by each proposed change if more than one proposed change has been aggregated for Council review:

Base Period

PO625875: \$915,314.00

PO621742-V2: \$991,610.00

PO630568: \$483,140.00

Total Amount: \$2,390,064.00

Option Year One

PO637947: \$3,182,655.00

Option Year Two

PO658141-V2: \$3,313,638.00

Option Period Three

PO679865: \$999,999.00

PO687321: \$1,354,386.30

Total Amount: \$2,354,385.30

(I) The aggregate dollar value of the proposed changes as compared with the amount of the contract as awarded:

| | |
|----------------------|-----------------------|
| Base period: | \$2,390,064.00 |
| Option year one: | \$3,182,655.00 |
| Option year two: | \$3,313,638.00 |
| Option period three: | <u>\$2,354,385.30</u> |
| | \$11,240,742.30 |

(J) The date on which the contracting officer was notified of the proposed change.

September 14, 2022

(K) The reason why the proposed change was sent to Council for approval after it was intended to take effect:

There were multiple factors resulting in the awarding of the contract action prior to submission to the Council. As a result of the pandemic, DCPS experienced: increased rates of vacancies and turnovers in key staff, including the chief contracting officer position; the increased need for immediate services to schools; and increased complexity of funding streams and hard-to-predict timelines of availability of the funding. All of these, along with the decentralized administrative structure, resulted in the immediate award and continuation of the contract prior to Council approval so that critical services would be in place for the students.

(L) The reason for the proposed change:

There is a critical need for experienced licensed Occupational Therapists (OT) and Physical Therapists (PT) to provide assessment, consultation and intervention services on an as needed basis to students who are in special education settings and are diagnosed with a qualifying physical/mental disability or impairment that impacts the child's academic performance under the Individuals with Disabilities Education Act (IDEA), IEP, Section 504 plan, Individualized Service Plan (ISP) and Response to Intervention (RTI) team.

(M) The legal, regulatory, or contractual authority for the proposed change:

- 27 DCMR Chapter 26, Contract Modifications

- 27 DCMR Section 2008

(N) A summary of the subcontracting plan required under section 2346 of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.* (“Act”), including a certification that the subcontracting plan meets the minimum requirements of the Act and the dollar volume of the portion of the contract to be subcontracted, expressed both in total dollars and as a percentage of the total contract amount:

Milestone Therapeutic Services is a certified business enterprise in the District of Columbia; therefore, no subcontracting plan is required.

(O) Performance standards and the expected outcome of the proposed contract:

Provide consultation and intervention strategies to the Individualized Education Plan (IEP) team, parents and general education practitioners, and provide direct related services on an as needed basis to students who are in special education settings and are diagnosed with a qualifying physical/mental disability or impairment that impacts the child’s academic performance under the Individuals with Disabilities Education Act (IDEA), IEP, Section 504 plan, Individualized Service Plan (ISP) and Response to Intervention (RTI) team.

(P) The amount and date of any expenditure of funds by the District pursuant to the contract before its submission to the Council for approval:

Base year: \$2,390,064.00
Option year one: \$3,182,655.00
Option year two: \$3,313,638.00
Option year three: \$2,354,385.30

(Q) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:

The purchase orders are within the appropriated budget authority for the agency and are consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02. The DCPS Budget Director has certified the availability of funds per the Statement of Appropriated Authority in the amount of \$2,522,464.80 dated 3/30/23.

(R) A certification that the contract is legally sufficient, including whether the proposed contractor has any pending legal claims against the District:

The Office of the Attorney General has reviewed and approved the purchase orders for legal sufficiency.

(S) A certification the Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the

proposed contractor is not current with its District taxes, either: (1) a certification that the contractor has worked out and is current with a payment schedule approved by the District; or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding debt as provided under D.C. Official Code § 2-353.01(b):

Milestone Therapeutic is in compliance with the Office of Tax and Revenue and the Department of Employment Services tax requirements. A Certificate of Clean Hands dated 3/15/23 is included.

(T) A certification from the proposed contractor that it is current with its federal taxes or has worked out and is current with a payment schedule approved by the federal government:

Milestone Therapeutic is current with its taxes pursuant to signed “Bidder/Offeror Certifications.”

(U) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.*:

Milestone Therapeutic Services is a certified business enterprise in the District of Columbia.

(V) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:

Not Applicable

(W) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:

Milestone Therapeutic is not debarred from providing services to the Government of the District of Columbia or the federal government according to the Office of Contracting and Procurement’s excluded parties list and the federal government’s excluded parties list.

(X) Any determination and findings issues relating to the contract’s formation, including any determination and findings made under D.C. Official Code § 2-352.05 (privatization contracts):

Determination and Findings for Contractor Responsibility
Determination of Reasonable Price and Award

(Y) Where the contract, and any amendments or modifications, if executed, will be made available online: <https://dcps.dc.gov/page/dcps-awarded-contracts>

(Z) Where the original solicitation, and any amendments or modifications, will be made available online: <https://dcps.dc.gov/>



Date of Notice: March 15, 2023

Notice Number: L0009363480

MILESTONE THERAPEUTIC SERVICES, INC
1160 VARNUM ST NE STE 315
WASHINGTON DC 20017-2103

FEIN: **-***7092
Case ID: 1442823



CERTIFICATE OF CLEAN HANDS

As reported in the Clean Hands system, the above referenced individual/entity has no outstanding liability with the District of Columbia Office of Tax and Revenue or the Department of Employment Services. As of the date above, the individual/entity has complied with DC Code § 47-2862, therefore this Certificate of Clean Hands is issued.

TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS, AND FEES
CHAPTER 28 GENERAL LICENSE
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. CODE § 47-2862 (2006)
§ 47-2862 PROHIBITION AGAINST ISSUANCE OF LICENSE OR PERMIT

Authorized By Melinda Jenkins
Branch Chief, Collection and Enforcement Administration

To validate this certificate, please visit MyTax.DC.gov. On the MyTax DC homepage, click the “Validate a Certificate of Clean Hands” hyperlink under the Clean Hands section.



Statement of Appropriated Authority

Division of Contracts and Acquisitions
1200 First Street NE, 9th Floor, Washington, DC 20002
(202) 442-5112/Fax (202) 442-5634

1. **Prepared by:** Natalie Alston, Director, SEAD Budget and Operations
2. **FY23 Funding Certification Date(s):** 10/01/22 – 09/30/23
3. **Summary of Proposed Procurement:**
OY3 with Milestone Therapeutic Services
4. **If contract has been awarded:**
 - **Contractor:** Milestone Therapeutic Services
 - **Contract Number:** GAGA-2020-R-0116
 - **RK Number:** RK237938
 - **FY23 Contract Dates:** 10/1/2022 - 9/30/2023

Funding Information:

| AGENCY | FISCAL YEAR | Account | DCPS ATTRIBUTES <i>(Complete for all lines)</i> | | | | INTER-AGENCY ATTRIBUTES <i>(Leave blank; OCFO, BST, or Core Team will complete when Buyer Agency BFA becomes available)</i> | | | | | AMOUNT |
|--------|-------------|---------|--|-------|-------|---|--|---|---------------------------------------|-------------|-----------------------|----------------|
| | | | FUND | Index | PCA | PROJ/PH Or GRANT/PH <i>(if applicable)</i> | FUND | INDEX <i>(include prefix letter)</i> | PCA <i>(include suffix letter)</i> | Grant Phase | PROJ / PH | |
| GA0 | 23 | 409 | 101 | 1375L | ZZ30L | | | | | | | \$1,522,465.80 |
| | | | | | | | | | | | \$1,522,465.80 | |

*"A" denotes where funds will be an FY23 Advance.
** Awaiting confirmation of inter-agency funding attributes

I hereby certify that the above referenced **Milestone Therapeutic Services** is consistent with the applicable approved financial plan and budget for the District of Columbia Public Schools for Fiscal Year 2023. This funding obligation is subject to the availability of appropriations and Congressional approval.

Philip Speidel
Philip Speidel
Budget Officer

3/20/2023
Date

Stephen Regis
OSSE Budget Officer

Date

*Program staff must create and get a "Funds Committed" requisition for the remainder of this contract in the first week of October to cover the certified amount above. All requests for funding will be held until the encumbrance is created.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General



ATTORNEY GENERAL
BRIAN L. SCHWALB

Commercial Division

MEMORANDUM

TO: Tommy Wells
Director
Office of Policy and Legislative Affairs

FROM: Robert Schildkraut
Section Chief
Government Contracts Section

DATE: May 10, 2023

SUBJECT: Payment for DCPS Student Occupation & Physical Therapy
Purchase Order Nos. PO625875, PO621742-V2, PO630568, PO637947,
PO658141-V2, PO679865, and PO687321.
Contractor: Milestone Therapeutic Services
Proposed Amounts per 12-Month Period:
November 19, 2019, to September 30, 2020: \$2,390,064.00
October 1, 2020, to September 30, 2021: \$3,182,655.00
October 1, 2021, to September 30, 2022: \$3,313,638.00
October 1, 2022, to June 30, 2023: \$2,354,385.30

This is to Certify that this Office has reviewed the above-referenced package presented to Council. The District of Columbia Public Schools (“DCPS”) executed a letter contract, Contract No. GAGA-2020-C-0016, with Milestone for a base period of November 19, 2019, through September 30, 2020, with four option periods. The definitized contract was not submitted to the Office of the Attorney General (“OAG”) Government Contracts Section (“GCS”) for legal sufficiency review or to the Council of the District of Columbia (“Council”) for its approval at that time. The contract’s option periods one, two, and three were executed as well, without submission to the OAG GCS for legal sufficiency review or to the Council for its approval. Milestone provided services, and the District paid for said services. Payment for said services appears to be based on the terms contained in the unapproved definitized contract document;

however, OAG cannot confirm this. *OAG is not able to provide legal sufficiency for Contract Number GAGA-2020-C-0016's (Contract) base period and option years as the Contract and some modifications cannot be located by DCPS or Milestone Therapeutic Services.* OAG has instead advised DCPS to terminate services provided by Milestone, seek retroactive approval from the Council of the expenditures exceeding \$1 million dollars in each 12-month period thus far, and issue a new solicitation for future services needed.

Purchase Orders PO625875, PO621742-V2, PO630568, PO637947, and PO658141-V2, PO679865, and PO687321 have been submitted to the Council for retroactive approval in lieu of a valid contract, for expenditures exceeding \$1 million in each 12-month period identified in the subject line of this certification, between November 19, 2019, through June 30, 2023. The Emergency Declaration and Bill provided to Council with this contract package, if adopted, would provide the basis for payment of the above identified purchase orders.

Robert Schildkraut

Robert Schildkraut



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

Order No : PO621742-V2 -FY20_OTL_DSI_OT/PT Contract_12397

Issued on Mon, 28 Sep, 2020

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0016
Requester: Kathleen Webb
Delivery Date: Wed, 20 Nov, 2019
PR No.: RK139937-V2

Table with 8 columns: Item, Action, Description, Part Number, Unit, Qty, Need By, Unit Price, Extended Amount. Row 1: Modified, Occupational Therapy and Physical Therapy ...

Changes

- ERP Order TimeCreated changed from Fri, 21 Feb, 2020 to Mon, 28 Sep, 2020
Line Item 1, Quantity changed from 998,750 to 991,610
Line Item 1, Accounting, Accounting 1, EffectiveDateString changed from 02/21/2020 to 02/20/2020

Comments

- COMMENT by Laveta Hilton on 02/14/2020
PLEASE NOTE: The CONTRACTOR and DCPS PROGRAM OFFICE/SCHOOL shall not exceed the total amount of the Purchase Order.
NOTICE: The District government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services.

- COMMENT by **aribasystem** on 09/28/2020

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 Contractor's 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. (aribasystem, Mon, 28 Sep, 2020)



*** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. ***

Order No : PO625875 -FY20_OTL_DSI_Milestone OT/PT_12495

Issued on Wed, 24 Jun, 2020

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0016
Requester: Kathleen Webb
Delivery Date: Fri, 1 May, 2020
PR No.: RK151765

Table with 7 columns: Item, Description, Part Number, Unit, Qty, Need By, Unit Price, Extended Amount. Row 1: 1, **BASE YEAR**, each, 915,314, Fri, 01 May, 2020, \$1.00 USD, \$915,314.00 USD. Includes detailed description of services and a total row at the bottom.

Comments

- Cheryl Butler-Moore, 06/24/2020: This serves as my e-signature for the following documents: - the Simplified (Small Purchase) Checklist - the Requisition - the Quote/RFQ - the Determination of Reasonable Price/Award D&F - the Clean Hands - the DCRA Business License Verification - the DSLBD CBE Contractor Certification - the SAM Search - the Excluded Parties List - /s/ Cheryl Butler-Moore (Cheryl Butler-Moore, Wed, 24 Jun, 2020)
COMMENT by aribasystem on 06/24/2020
****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***** (aribasystem, Wed, 24 Jun, 2020)
COMMENT by aribasystem on 06/24/2020
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students. 2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website: https://dc.mandatedreporter.org/Registration/Registration.action. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting http://cfsa.dc.gov/. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (aribasystem, Wed, 24 Jun, 2020)
COMMENT by aribasystem on 06/24/2020
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 Contractor s 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. (aribasystem, Wed, 24 Jun, 2020)
COMMENT by aribasystem on 06/24/2020
FOB is Destination unless specified otherwise (aribasystem, Wed, 24 Jun, 2020)



*** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. ***

Order No : PO630568 -FY_OTL_DSI_RS_Milestone Therapeutic Services_12544

Issued on Mon, 28 Sep, 2020

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0016
Requester: Keona Pearson
Delivery Date: Mon, 20 Jul, 2020
PR No.: RK155300

| Item | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|--------------|--|-------------|------|---------|-------------------|------------|------------------|
| 1 | Contractual Occupational Therapy and Physical... | | each | 483,140 | Mon, 20 Jul, 2020 | \$1.00 USD | \$483,140.00 USD |
| | Contractual Occupational Therapy and Physical Therapy services are required for DCPS, Division of Specialized Instruction to provide 504 and IEP services to students in DCPS. [Contractor shall provide virtual services] [Base Year Period] [#GAGA-2020-C-0016] | | | | | | |
| | Specifically, Contractor shall provide Occupational Therapy (OT) Assessment and Intervention Services for start of School Year 20-21, and Physical Therapy (PT) Assessment and Intervention Services for School Year 20-21 at \$85.00 per hour. | | | | | | |
| | Please Note: This purchase order expires on September 30, 2020. The Contractor shall not exceed \$483,140.00. The DCPS point of contact for this order is -- | | | | | | |
| | Regina Grimmertt, M.S., CCC-SLP Director, Assistive Technology & Related Services Office of Teaching and Learning Social Emotional Academic Development District of Columbia Public Schools 1200 First Street, NE Washington, DC 20002 T 202-365-0782 F 202-481-3892 E Regina.Grimmett@k12.dc.gov | | | | | | |
| Total | | | | | | | \$483,140.00 USD |

Comments

- Cheryl Butler-Moore, 09/28/2020:
This serves as my e-signature for the following documents:
-the Simplified Acquisitions Checklist
- the Requisition
- the Price Proposal
- FY20 SAA OPY1
- the Contract GAGA-2020-C-0012
- the Determination or Reasonable Price/Award
- the DSLBD
- the Clean Hands
- the SAM
- the Excluded Parties
/s/ Cheryl Butler-Moore=] (Cheryl Butler-Moore, Mon, 28 Sep, 2020)
- COMMENT by **aribasystem** on 09/28/2020
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students. 2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website: <https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (aribasystem, Mon, 28 Sep, 2020)
- COMMENT by **aribasystem** on 09/28/2020
FOB is Destination unless specified otherwise (aribasystem, Mon, 28 Sep, 2020)
- COMMENT by **aribasystem** on 09/28/2020
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 Contractor's 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. (aribasystem, Mon, 28 Sep, 2020)
- COMMENT by **aribasystem** on 09/28/2020
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* (aribasystem, Mon, 28 Sep, 2020)



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

Order No : PO637947 -FY21_OTL_DSI_RS_Milestone_OT PT_12626

Issued on Tue, 29 Dec, 2020

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0016
Requester: Keona Pearson
Delivery Date: Mon, 11 Jan, 2021
PR No.: RK172750

Table with 7 columns: Item, Description, Part Number, Unit, Qty, Need By, Unit Price, Extended Amount. Row 1: Occupational Therapy and Physical Therapy ... each 3,182,655 Mon, 11 Jan, 2021 \$1.00 USD \$3,182,655.00 USD. Includes detailed description and notes.

Comments

- COMMENT by aribasystem on 12/29/2020
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 Contractor s profile.
COMMENT by aribasystem on 12/29/2020
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011).
COMMENT by aribasystem on 12/29/2020
FOB is Destination unless specified otherwise (aribasystem, Tue, 29 Dec, 2020)
COMMENT by aribasystem on 12/29/2020
****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**** (aribasystem, Tue, 29 Dec, 2020)



*** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. ***

Order No : PO679865 -FY23 OTL_DSI_Related Services_Milestone Therapeutic Services_13165

Issued on Tue, 27 Dec, 2022

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0014
Requester: Keona Pearson
Delivery Date: Thu, 22 Dec, 2022
PR No.: RK224604

| Item | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|--------------|--|-------------|------|---------|-------------------|------------|------------------|
| 1 | DCPS's Division of Specialized Instruction ... | | each | 999,999 | Thu, 22 Dec, 2022 | \$1.00 USD | \$999,999.00 USD |
| | DCPS's Division of Specialized Instruction requires contractual services to deliver IEP, 504, and RTI services to students in DCPS. | | | | | | |
| | Exercise Option Year Three Contract Modification Request for Milestone Therapeutic Services (Occupational Therapy and Physical Therapy Services) | | | | | | |
| | -Partial OPY 3 period: 10/1/22 to 2/28/23. | | | | | | |
| | -See CLINS for pricing/hourly rates. | | | | | | |
| | -PO provides partial option year funding. | | | | | | |
| | -PO shall not exceed \$999,999.00 | | | | | | |
| | -PO will expire on September 30, 2023. | | | | | | |
| | -DCPS POC for PO: | | | | | | |
| | Keona Pearson Resources Specialist Division of Specialized Instruction Office of Teaching and Learning District of Columbia Public Schools 1200 First Street NE Washington, D.C. 20002 P. 202-442-5644 C. 202-740-1501 E. keona.pearson2@k12.dc.gov W. http://dcps.dc.gov | | | | | | |
| Total | | | | | | | \$999,999.00 USD |

Comments

- COMMENT by Laveta Hilton on 12/16/2022
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a Covid-19 test, tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4- 1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students.
- 2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website:
<https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (Laveta Hilton, Fri, 16 Dec, 2022)
- Laveta Hilton, 12/22/2022:
PLEASE NOTE: The CONTRACTOR and DCPS PROGRAM OFFICE/SCHOOL shall not exceed the total amount of the Purchase Order. If additional quantities are required, and there are not enough funds on the purchase order to support the purchase request, then the program office/school (see point of contact listed on PO) must submit a V2 to the purchase request and obtain a FULLY-APPROVED Purchase Order modification with the increased funding BEFORE receiving additional materials.
NOTICE: The District government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.
Please consider this my e-signature/approval for the following documents:
- mods
- price and award d&f
- other supporting docs
- OCP excluded parties list
- SAM Search
- SCOUT/DCRA Business License search
/s/ LaVeta Hilton (Laveta Hilton, Thu, 22 Dec, 2022)
- Laveta Hilton, 12/27/2022:
PLEASE NOTE: The CONTRACTOR and DCPS PROGRAM OFFICE/SCHOOL shall not exceed the total amount of the Purchase Order. If additional quantities are required, and there are not enough funds on the purchase order to support the purchase request, then the program office/school (see point of contact listed on PO) must submit a V2 to the purchase request and obtain a FULLY-APPROVED Purchase Order modification with the increased funding BEFORE receiving additional materials.
NOTICE: The District government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract. (Laveta Hilton, Tue, 27 Dec, 2022)
- COMMENT by aribasystem on 12/27/2022
FOB is Destination unless specified otherwise (aribasystem, Tue, 27 Dec, 2022)

- COMMENT by **aribasystem** on 12/27/2022
****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**** (aribasystem, Tue, 27 Dec, 2022)
- COMMENT by **aribasystem** on 12/27/2022
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students. 2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website: <https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (aribasystem, Tue, 27 Dec, 2022)
- COMMENT by **aribasystem** on 12/27/2022
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 Contractor's 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. (aribasystem, Tue, 27 Dec, 2022)



*** Electronic Invoicing Purchase Order. Please use <https://vendorportal.dc.gov> to register and submit invoices. ***

Order No : PO658141-V2 -FY22_OTL_DSI_RS_Milestone [OT/PT]_12890

Issued on Tue, 12 Apr, 2022

Supplier
MILESTONE THERAPEUTIC SER
680 RHODE ISLAND AVE NE
SUITE I
WASHINGTON, DC 20002-
United States
Phone: 1202.575.5404.
Contact

Ship To
Special Education Program
1200 First Street NE, 9th Floor
Washington, DC 20002
United States
Phone: 1(202) 442-4000

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

Bill To Contact: Accounts Payable
Contract Number: GAGA-2020-C-0016
Requester: Kathleen Webb
Delivery Date: Fri, 29 Oct, 2021
PR No.: RK196742-V2

| Item | Action | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|------|----------|--|-------------|------|---------|-------------------|------------|------------------|
| 1 | Modified | Occupational Therapy and Physical Therapy ... | | each | 998,000 | Fri, 29 Oct, 2021 | \$1.00 USD | \$998,000.00 USD |

Occupational Therapy and Physical Therapy services are required for DCPS Division of Specialized Instruction to provide IEP, 504 and RTI services to students in DCPS. [Partial Option Year Two Period: 10/1/2021 to 2/28/2022] [#GAGA-2020-C-0016]

The Contractor shall provide Occupational Therapy (OT) Assessment and Intervention Services, and Physical Therapy (PT) Assessment and Intervention Services at the following hourly rate and estimated hours:

- 1. CLIN 1001: \$85.00 per hour
- 2. CLIN 1003: \$85.00 per hour

Please Note: This purchase order expires on September 30, 2022. This purchase order provides the partial option year two amount of \$998,000.00, and the Contractor shall not exceed the amount. DCPS will submit the entire option year to Council for review and approval. The DCPS point of contact for the PO is --

Keona Pearson
Specialized Instruction Resources Specialist
Division of Specialized Instruction
Office of Teaching and Learning
District of Columbia Public Schools
1200 First Street, NE, 8th Floor
Washington, DC 20002
o. 202-442-4465
m. 202-740-1501
e. keona.pearson2@k12.dc.gov

-AND-

Rach Cohen
Manager, Related Services Operations
Division of Specialized Instruction
Office of Teaching and Learning
District of Columbia Public Schools
1200 First Street NE
Washington, DC 20002
C: 508.380.4243
E: rachel.cohen@k12.dc.gov

| Item | Action | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|------|--------|--------------------------------------|-------------|------|-----------|-------------------|------------|--------------------|
| 2 | Added | Additional OT and PT services | | each | 2,315,638 | Fri, 29 Oct, 2021 | \$1.00 USD | \$2,315,638.00 USD |

Occupational...

Additional OT and PT services

Occupational Therapy and Physical Therapy services are required for DCPS Division of Specialized Instruction to provide IEP, 504 and RTI services to students in DCPS. [Option Year Two Period (in accordance with SAA)] [#GAGA-2020-C-0016]

The Contractor shall provide Occupational Therapy (OT) Assessment and Intervention Services, and Physical Therapy (PT) Assessment and Intervention Services at the following hourly rate and estimated hours:

- 1. CLIN 1001: \$85.00 per hour
- 2. CLIN 1003: \$85.00 per hour

Please Note: This purchase order expires on September 30, 2022. This purchase order provides the remaining portion of option year two amount \$2,315,638.00, and the Contractor shall not exceed the amount. Option Year Two POP: 10/1/21 to 9/30/22. The DCPS point of contact for the PO is --

Keona Pearson
Specialized Instruction Resources Specialist
Division of Specialized Instruction
Office of Teaching and Learning
District of Columbia Public Schools
1200 First Street, NE, 8th Floor
Washington, DC 20002
o. 202-442-4465
m. 202-740-1501
e. keona.pearson2@k12.dc.gov

-AND-

Rachel Cohen
Manager, Related Services Operations
Division of Specialized Instruction
Office of Teaching and Learning
District of Columbia Public Schools
1200 First Street NE

Total \$3,313,638.00 USD

Changes

- Line Item 2 was added
- Line Item 1, Accounting, Accounting 1, RstarsSuffix changed from 1 to 2
- ERP Order TimeCreated changed from Wed, 12 Jan, 2022 to Tue, 12 Apr, 2022
- ERP Order Comments changed from FOB is Destination unless specified otherwise to (no value)
- ERP Order Comments changed from ****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***** to (no value)
- ERP Order Comments changed from *** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may inclu to (no value)
- ERP Order Comments changed from 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 Contractor s profile.INVOICES FOR QUANTITIES OR AMOUNTS GREATER THA to (no value)
- ERP Order Total ordered changed from \$998,000.00 USD to \$3,313,638.00 USD
- Line Item 1, Accounting, Accounting 1, Unpaid Balance changed from \$486.00 USD to (no value)

Comments

- COMMENT by **Laveta Hilton** on 01/12/2022
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a Covid-19 test, tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students.

2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website:

<https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (Laveta Hilton, Wed, 12 Jan, 2022)
- COMMENT by **Laveta Hilton** on 01/12/2022
SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

(a) Mayor's Order 2021-109 dated September 20, 2021

Beginning November 1, 2021, all adults who are working in person or regularly entering DCPS schools must be fully vaccinated against COVID-19 unless they have been granted a religious or medical exemption from vaccination, which would allow them to submit a weekly COVID-19 test result in lieu of vaccination. This requirement applies to all employees, contractors, interns and volunteers who work in person or regularly enter DCPS school facilities.

(b) Mayor's Order 2021-099 dated August 10, 2021

Beginning September 19, 2021, all District government employees, contractors, interns and volunteers who provide services in person in DCPS facilities, or who have in-person contact with others to complete their work under a District contract must be: (i) fully vaccinated against COVID-19, (ii) granted a religious or medical exemption from vaccination and are undergoing weekly COVID-19 testing, or (iii) undergoing weekly COVID-19 testing.

(c) Application of both Mayor's Order 2021-109 and Mayor's Order 2021-99

DCPS contractors, partner staff, interns and volunteers who serve in person or regularly enter schools are required to comply with the vaccination mandate outlined in Mayor's Order 2021-109 as referenced above (mandatory COVID-19 vaccination unless granted a religious or medical exemption, which requires weekly testing in lieu of vaccination). All other DCPS contractors, partner staff, interns and volunteers who provide goods or perform services in person in DCPS facilities or who have in-person contact with others in order to complete their work under a District contract are required to comply with the vaccination mandate outlined in Mayor's Order 2021-099, which includes the ability to undergo weekly testing, with or without a religious or medical exemption, in lieu of COVID-19 vaccination. Neither Mayor's Order 2021-109 nor Mayor's Order 2021-099 apply to contractors, partner staff, interns or volunteers who solely provide virtual or remote services to DCPS.

The Contractor is required to comply with City Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded. (Laveta Hilton, Wed, 12 Jan, 2022)
- Laveta Hilton, 01/12/2022:
Approved as partial option (OPY2). See electronic file for Clean Hands, DSLBD, DCRA search, EPLS federal/local, D&Fs and other supporting documentation.

PLEASE NOTE: The CONTRACTOR and DCPS PROGRAM OFFICE/SCHOOL shall not exceed the total amount of the Purchase Order. If additional quantities are required, and there are not enough funds on the purchase order to support the purchase request, then the program office/school (see point of contact listed on PO) must submit a V2 to the purchase request and obtain a FULLY-APPROVED Purchase Order modification with the increased funding BEFORE receiving additional materials.

NOTICE: The District government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract. (Laveta Hilton, Wed, 12 Jan, 2022)
- Laveta Hilton, 04/12/2022:
PLEASE NOTE: The CONTRACTOR and DCPS PROGRAM OFFICE/SCHOOL shall not exceed the total amount of the Purchase Order. If additional quantities are required, and there are not enough funds on the purchase order to support the purchase request, then the program office/school (see point of contact listed on PO) must submit a V2 to the purchase request and obtain a FULLY-APPROVED Purchase Order modification with the increased funding BEFORE receiving additional materials.

NOTICE: The District government requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract. (Laveta Hilton, Tue, 12 Apr, 2022)
- COMMENT by **aribasystem** on 04/12/2022
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 Contractor s 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. (aribasystem, Tue, 12 Apr, 2022)
- COMMENT by **aribasystem** on 04/12/2022
****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***** (aribasystem, Tue, 12 Apr, 2022)
- COMMENT by **aribasystem** on 04/12/2022
FOB is Destination unless specified otherwise (aribasystem, Tue, 12 Apr, 2022)
- COMMENT by **aribasystem** on 04/12/2022
*** Terms and Conditions **** 1. Contractor shall ensure all of its employees, contractors, volunteers and other personnel providing services under this purchase order (Contractor Personnel) submit to any background check required by DCPS, which may include, but is not limited to, a tuberculosis screening and a criminal background check pursuant to the Criminal Background Checks for the Protection of Children Act of 2004 (D.C. Code § 4-1501.01, et seq. (2011)) and any rules promulgated thereunder, including D.C. Mun. Regs. Subt. 6-B, § 412, et seq. (2011). Contractor shall also ensure that all Contractor Personnel who have not submitted to any DCPS-required background check are restricted from serving in positions affording such individuals unsupervised direct access to DCPS students while providing service under this purchase order and that such persons at all times avoid unsupervised direct contact with such students. 2. Contractor shall ensure that any Contractor Personnel having direct contact with students while providing service under this purchase order annually take the mandated reporter training offered by the DC Child and Family Services Agency (Mandated Reporter Training), which is provided for ANY person or employee (private or public) at no cost. This training can be found using the following website: <https://dc.mandatedreporter.org/Registration/Registration.action>. Additional information regarding the Mandated Reporter Training can be found by calling (202) 442-6000 or by visiting <http://cfsa.dc.gov/>. Contractor will ensure that Contractor Personnel report suspected instances of child abuse and neglect according to the requirements of District law and the means prescribed in the Mandated Reporter Training. Contractor must also ensure that its representative responsible for managing this purchase order takes the Mandated Reporter Training annually. Copies of all Mandated Reporter Training certificates verifying Contractor Personnel have completed training must be provided to DCPS for record keeping. Contractor must also maintain copies of such certificates for its internal records. At any time, DCPS reserves the right to request a copy of a Mandated Reporter Training completion certificate for ANY Contractor Personnel working in direct contact with DCPS students. (aribasystem, Tue, 12 Apr, 2022)