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3 Chairman Phil Mendelson  
4 at the request of the Attorney General  
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6 A PROPOSED RESOLUTION  
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9 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA  
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12

13 To declare the existence of an emergency with respect to the need to approve multiyear Contract  
14 No. DCCB-2023-F-0015 with Outten & Golden LLP to provide legal services to the  
15 Office of the Attorney General.  
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17 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this  
18 resolution may be cited as the “Contract No. DCCB-2023-F-0015 with Outten & Golden LLP  
19 Emergency Declaration Resolution of 2023”.

20 Sec. 2. (a) There exists a need to approve multiyear Contract No. Contract No. DCCB-  
21 2023-F-0015 with Outten & Golden LLP to provide legal services to the Office of the Attorney  
22 General for a wage and hour matter.

23 (b) Because this is a multiyear contract and involves expenditures in excess of \$1 million  
24 during a 12-month period, Council approval of this contract is required by section 451 of the  
25 District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Official  
26 Code § 1-204.51).

27 (c) Council approval is necessary to allow the continuation of these vital services.

28 Sec. 3. The Council determines that the circumstances enumerated in section 2 constitute  
29 emergency circumstances making it necessary that the Contract No. DCCB-2023-F-0015 with  
30 Outten & Golden LLP Approval and Payment Authorization Emergency Act of 2023 be adopted  
31 after a single reading.

Sec. 4. This resolution shall take effect immediately.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**

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

**COUNCIL CONTRACT SUMMARY**  
(Letter Contract)

(A) **Contract Number:** DCCB-2023-F-0015

**Proposed Contractor:** Outten & Golden LLP

**Contract Amount:** \$55,000,000 Not-to-Exceed (5-Year) Total

**Unit and Method of Compensation:** Percentage of gross recovery

**Term of Contract:** December 16, 2022 through five (5) years thereafter with two (2) two-year option periods

**Type of Contract:** Contingency Fee

**Source Selection Method:** Exempt from Competition

(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:** Not-to-Exceed \$55,000,000.00

**Option Period 1 Amount:** Not-to-Exceed \$55,000,000.00

**Option Period 2 Amount:** Not-to-Exceed \$55,000,000.00

**\* There is a single contingency fee, if any, regardless of whether recovery occurs in the base period or the option periods, if exercised.**

**(C) The date on which the letter contract or emergency contract was executed:**

The letter contract was executed on December 16, 2022.

**(D) The number of times the letter contract or emergency contract has been extended:**

The letter contract has not been extended.

**(E) The value of the goods and services provided to date under the letter contract or emergency contract, including under each extension of the letter contract or emergency contract:**

No recovery has been obtained yet, therefore there is no obligation to the contractor.

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

The contractor will provide outside legal counsel to assist the Public Advocacy Division with litigation against Power Design, Inc. (and related codefendants) for violations of the District's wage-and-hour laws.

This contract represents the exercise of authority granted to the Attorney General to award contracts on a contingency fee basis by D.C. Law 19-168, § 3012, 59 DCR 8025, as added September. 20, 2012.

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

Under D.C. Code §2-354.13(3), the procurement of legal services is exempt from the competitive procurement process. Outten & Golden LLP (O&G) was selected considering its qualifications and demonstrated experience.

**(H) A description of any bid protest related to the award of the contract, 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:**

No protest was filed.

**(I) 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 similar to those of the proposed contract:**

For over 30 years, O&G has been a leading plaintiff-side employment and social impact litigation law firm. O&G is experienced and nationally recognized for our work, including the litigation of complex wage-and-hour class and collective actions.

O&G is a 50+ attorney firm with offices in Washington, D.C., New York City, and San Francisco that focuses on representing workers in a wide variety of employment matters, including individual and class action litigation involving wage-and-hour and discrimination claims. O&G is also actively litigating cases involving impact and restorative justice issues and regularly co-counsels with civil rights organizations such as the Lawyers' Committee for Civil Rights Under Law.

O&G recent cases include litigation against Lyft, Inc. – *Osvatics v. Lyft*, No. 20 Civ. 1426 (D.D.C. filed May 29, 2020) – to enforce the D.C. Accrued Sick and Safe Leave Act of 2008, as part of which O&G had the support of OAG as *amicus curiae*.

**(J) 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:**

A subcontracting plan was not required for this competition-exempt procurement.

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

The contractor is required to perform legal services, advice, and consultation to OAG in a manner consistent with accepted standards of practice in the legal profession.

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

No District funds have been expended or will be expended since this is a contingency fee contract – the contractor will be paid only from the proceeds of any recovery won by the contractor according to the contingency fee agreement.

**(M) 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 certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year(s) is not applicable since funding will come from the proceeds of any recovery won by the contractor according to the contingency fee

agreement as authorized by D.C. Law 18-160, § 106a; as amended September 20, 2012 by D.C. Law 19-168, § 3012, 59 DCR 8025, Contingency fee contracts.

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

Legal Sufficiency Memo is attached.

- (O) A certification that Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes.**

Citywide clean hands certificates dated February 28, 2023 indicates that O&G is current with District taxes.

- (P) 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:**

The proposed contractor certified that it is current with its federal taxes.

- (Q) 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.*:**

The proposed contractor is not certified by DSLBD as a local business enterprise.

- (R) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:**

None.

- (S) 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:**

The proposed contractor is not currently debarred from providing services or goods to the District or federal government.

- (T) 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):**

There are no issues relating to the contract's formation.

- (U) Where the contract, and any amendments or modifications, if executed, will be made available online:**

The contract award, if executed, will be made available on the Office of Attorney General website, <https://oag.dc.gov/notice-contract-awards-over-100000>.

- (V) **Where the original solicitation, and any amendments or modifications, will be made available online:**

Not applicable.



Date of Notice: February 28, 2023

Notice Number: L0009075236

OUTTEN & GOLDEN LLP  
685 3RD AVE FL 25  
NEW YORK NY 10017-8413

FEIN: \*\*-\*\*\*4306  
Case ID: 1430723



### **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](https://MyTax.DC.gov). On the MyTax DC homepage, click the “Validate a Certificate of Clean Hands” hyperlink under the Clean Hands section.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**



**ATTORNEY GENERAL**  
**BRIAN L. SCHWALB**

**Commercial Division**  
Government Contract Section

**MEMORANDUM**

**TO: Tommy Wells**  
**Director**  
**Office of Policy and Legislative Affairs**

**FROM: Robert Schildkraut**  
**Section Chief**

**DATE: March 14, 2023**

**SUBJECT: Approval of Contract for Legal Services on a Contingency Fee Basis**  
**Contractor: Outten & Golden LLP**  
**Contract Number: DCCS-2023-F-0015**  
**Contract Amount: NTE \$55,000,000.00**

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This is to Certify that this Office has reviewed the above-referenced Contract and that we have found it to be legally sufficient.

If you have any questions in this regard, please do not hesitate to call me at (202) 724-4018.

A handwritten signature in black ink, appearing to be 'RS', followed by a long horizontal line extending to the right.

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**Robert Schildkraut**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Attorney General**

**ATTORNEY GENERAL**  
**BRIAN L. SCHWALB**



**Commercial Division**  
Government Contracts Section

**MEMORANDUM**

**TO: Janice Watson**  
**Contracting Officer**  
**Office of Attorney General**

**FROM: Robert Schildkraut** <sup>P.P.</sup>   
**Section Chief**

**DATE: March 14, 2023**

**SUBJECT: Approval of Contract for Legal Services on a Contingency Fee Basis**  
**Contractor: Outten & Golden LLP**  
**Contract Number: DCCS-2023-F-0015**  
**Contract Amount: NTE \$55,000,000.00**

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1. Description of Proposed Contract

The Office of Attorney General proposes to definitize Letter Contract No. DCCB-2023-F-0015 (“Contract”) with Outten & Golden LLP (“Contractor”) for outside legal counsel services for litigation against Power Design, Inc. and related co-defendants for violations of the District’s wage-and-hour laws. OAG issued a letter contract on December 16, 2022.

The proposed definitized Contract will be in the not-to-exceed (“NTE”) amount of \$55,000,000.00. The Contractor will receive a percentage of any gross recovery awarded to the District from the successful prosecution of cost-recovery litigation or through settlement.

The District’s liability for payment to the Contractor occurs only when the Contractor obtains monetary recovery during contract performance. Under the terms of the Contract, if no recovery is realized and deposited in the District’s account, the Contractor will receive no fee compensation or reimbursement of costs and expense from the District.

The Contract will have a base period of 5 years from date of award and two 2-year option periods.

## 2. Procurement Process

This is an exempt from competition procurement. The Deputy Attorney General executed a Determination and Finding for entering into a Contingency Fee Contract with the Contractor for legal services supporting the District's investigation and potential litigation against Power Design, Inc and related co-defendants. The District awarded a letter contract to the Contractor on December 16, 2022. Upon approval of Council, the District intends to definitize the Contract in the NTE amount of \$55,000,000.00 for a base period of five years from date of award and two 2-year option periods.

## 3. Legal Review

On March 1, 2023, you requested that this Office review for legal sufficiency the proposed contract action. After the initial review, this Office requested certain corrections to the documents. Those changes have been made and we approve the revised contract package for legal sufficiency. Because the proposed contract action will tip the total NTE of the proposed contract over \$1,000,000.00 within a 12-month period, legislation is required so that Counsel can approve the contract back to the original date of the letter contract.

We note that in accordance with D.C. Official Code § 1-204.51(b)(2)(A), and Section 202 of the Procurement Practices Reform Act of 2010, D.C. Law 18-371, D.C. Official Code § 2.352.02, effective April 8, 2011, the Mayor must submit to Council for approval this contract action for over one million dollars.

If you have any questions, please contact me, Virginia Carliner, at [virginia.carliner@dc.gov](mailto:virginia.carliner@dc.gov).

RSS

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Attorney General

ATTORNEY GENERAL  
BRIAN L. SCHWALB



MEMORANDUM

TO: Gena Johnson  
Contracting Officer

FROM: Natalie Mayers *N. Mayers*  
Agency Fiscal Officer

DATE: February 28, 2023

SUBJECT: Funding Certificate  
Proposed Contract – DCCB-2023-F-0015 with Outten & Golden

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The certification that the proposed contract is within the appropriated budget authority for the agency is not applicable since funding will come from the proceeds of any recovery won by the contractor according to the contingency fee agreement as authorized by D.C. Law 18-160, §106a; as amended September 20, 2012 by D.C. Law 19-168, §3012, 59 DCR 8025, Contingency fee contracts. If you have any questions, please feel free to contact me at 724-5570.

<b>CONTINGENCY FEE CONTRACT</b>				1. Caption Outside Counsel for Power Design Matter		Page of Pages 1   36	
2. Contract Number DCCB-2023-F-0015		3. Effective Date 12/16/22		4. Requisition/Purchase Request/Project No. N/A			
5. Issued by: Office of the Attorney General Support Services Division/Procurement Unit 400 6 <sup>th</sup> Street, NW Washington, DC 20001				6. Administered by (If other than line 5) Office of the Attorney General Public Advocacy Division 400 6 <sup>th</sup> Street, NW Washington, DC 20001			
7. Name and Address of Contractor (No. street, city, state and zip code)  Outten & Golden LLP 685 Third Avenue, 25th Floor New York, NY 10017				8. Delivery <input type="checkbox"/> FOB Origin <input checked="" type="checkbox"/> Other (See Schedule Section F)			
				9. Discount for prompt payment			
				10. Submit invoices to the Address shown in (3 copies unless otherwise specified)  Section G.2			
11. Ship to/Mark For Office of the Attorney General Public Advocacy Division 400 6 <sup>th</sup> Street, NW Washington, DC 20001				12. Payment will be made by: The Office of Finance and Resource Management Office of the Controller/Agency Fiscal Officer 441 4th Street NW, Suite 890 North Washington, DC 20001			
13. Accounting and Appropriation Data:				14. Reserved for future use			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
0001	Outside Legal Counsel in support of the litigation as set forth in Section C.			See Section B			
Total Estimated NOT-TO-EXCEED Amount of Contract						<b>\$55,000,000.00</b>	
16. Table of Contents							
(X)	Section	Description	Page	(X)	Section	Description	Page
<b>PART I – THE SCHEDULE</b>				<b>PART II – CONTRACT CLAUSES</b>			
X	A	Contract Form	1	X	I	Contract Clauses	22
X	B	Supplies or Services and Price/Cost	2	<b>PART III – LIST OF DOCUMENTS, EXHIBITS &amp; ATTACHMENTS</b>			
X	C	Description/Specifications/Work Statement	4	X	J	List of Attachments	36
X	D	Packaging and Marking	7				
X	E	Inspection and Acceptance	8	K	Representations, Certifications and Other Statements of Offerors		
X	F	Deliveries or Performance	8	L	Instructions, conditions & notices to offerors		
X	G	Contract Administration data	9	M	Evaluation factors for award		
X	H	Special Contract Requirements					
Contracting Officer will complete Item 17 or 18 as applicable							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return one (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein.				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print) Christopher McNerney, Partner				20A. Name of Contracting Officer			
19B. Contractor  (Signature of person authorized to sign)			19C. Date Signed 03/06/2023	20B. District of Columbia		20C. Date Signed	
				(Signature of Contracting Officer)			

## **SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

- B.1** The Office of the Attorney General for the District of Columbia (“OAG” or “the District”) engages Outten & Golden LLP (the “Contractor”) to assist the Public Advocacy Division (PAD) with litigation against Power Design, Inc. (and related codefendants) for violations of the District’s wage-and-hour laws (“the Matter”).
- B.2** This is the definitized contract (Contract) contemplated by the letter contract between the Contractor and OAG (Letter Contract) dated December 16, 2022. The Letter Contract is merged herewith and is superseded by this Contract.
- B.3** In accordance with 27 DCMR 5025.3, the District hereby awards a contingency fee contract to Contractor. Contractor shall represent the District on a contingency fee basis. As a result of successful prosecution of the Matter, through settlement and/or judgment, there may be both a recovery for restitution payable to affected workers (“Worker Share”) and a monetary amount payable to the District (“District Share”). Contractor shall receive a percentage of any Gross Recovery, as defined in B.4.1.1 below, of the District Share only. In no event will Contractor be entitled to a percentage of the Worker Share. Contractor shall be responsible for costs of litigation. If no District Share is realized, Contractor shall receive no compensation whatsoever from the District (but Contractor may seek its usual and customary allowable attorney fees and costs and expenses from Defendants or through a fee petition to the Court in accordance with B.4.1.1 and B.4.4, below.). In no event shall payment by the District to Contractor exceed 10% of the Gross Recovery.

### **B.4 COMPENSATION – CONTINGENCY FEE**

- B.4.1** Contractor shall only be entitled to compensation under the Contract if the District realizes a District Share, either through settlement, judgment or otherwise, in the Matter (though Contractor may seek its usual allowable attorney fees and costs and expenses from Defendants or through a fee petition to the Court). The District agrees to pay Contractor a percentage of the Gross Recovery, as described in the Contingency Fee Schedule at Section B.5, subject to the requirements of Paragraph B.4.2.
- B.4.1.1** Gross Recovery is defined as the present value of any District Share received by the District as a result of Contractor’s representation of the District, whether by settlement, pursuant to court judgment following trial or appeal, or otherwise. Gross Recovery does not include attorney fees awarded to the District for OAG attorney and staff time or the Worker Share. If, as a result of successful prosecution of the Matter, through settlement and/or judgment, the only recovery is for a Worker Share, Contractor shall not be entitled to any compensation from the District (but Contractor may seek its usual and customary allowable attorney fees and costs and expenses from Defendants or through a fee petition to the Court, consistent with the provisions in this Section B.4). Gross Recovery may come from any source, including, but not limited to, Defendants and/or their insurance carriers and/or any third party, whether or not a party to such cause of action.

**B.4.2** Prior to, as a pre-condition of, the calculation of any compensation owed to Contractor from the District, Contractor shall use its best efforts to seek its usual and customary allowable attorney fees and costs and expenses from the defendant(s) (collectively “Defendants”) either through negotiated settlement or a fee petition as warranted.

**B.4.2.1** If Contractor recovers its usual and customary allowable attorney fees and costs and expenses from the Defendants through a fee petition or negotiated settlement, whether in full or in part, such fees shall be deducted from the contingency fee. For illustrative purposes only, if the Gross Recovery is \$50,000,000.00, the contingency fee (10%) is \$5,000,000.00: If the Court awards \$2,000,000.00 to Contractor for its usual and customary allowable attorney fees and costs and expenses (or if Defendants agree to pay \$2,000,000 to Contractor for its usual and customary allowable attorney fees and costs and expenses), Contractor is entitled to a contingency fee from the District of \$3,000,000.00 (\$5,000,000.00 - \$2,000,000.00). If, on the other hand, the Court awarded (or Defendant agrees to pay) \$8,000,000.00 (which is greater than the 10% contingency fee of \$5,000,000), Contractor is not entitled to additional recovery from the District.

**B.4.3** Notwithstanding any other provision in this agreement, in no event will the District be required to compensate Contractor out of any fund other than monies recovered in this litigation.

**B.4.4** If the case resolves for injunctive relief or for the Worker Share only, Contractor may petition to Court to order the Defendants to pay its attorneys’ fees and costs, including all fees and costs relating to the Matter, directly to Contractor. Upon request by the Contracting Officer, Contractor shall include the District’s fees and costs in the fee petition. Any recovery of Contractor’s attorneys’ fees and costs shall accrue 100% directly to Contractor and are outside of the terms of this Contract, however the District will retain any amounts awarded to cover the District’s own fees and costs.

**B.5 CONTINGENCY FEE SCHEDULE**

**B.5.1 BASE PERIOD – FIVE (5) YEARS**

<b>Contract Line Item No. (CLIN)</b>	<b>Services</b>	<b>Fee as Percentage (%) of Gross Recovery</b>	<b>Not to Exceed Total</b>
<b>0001</b>	Contingency Fee for Legal Services as described in Section C, Statement of Work, upon recovery by the District as defined in sections B.3 and B.4	10%	<b>\$55,000,000.00</b>
<b>NOT-TO-EXCEED CONTRACT AMOUNT</b>			<b>\$55,000,000.00</b>

**B.5.2 OPTION PERIOD ONE (1) (YEARS SIX AND SEVEN)**

<b>Contract Line Item No. (CLIN)</b>	<b>Services</b>	<b>Fee as Percentage (%) of Gross Recovery</b>	<b>Not to Exceed Total</b>
<b>1001</b>	Contingency Fee for Legal Services as described in Section C, Statement of Work, upon recovery by the District as defined in sections B.3 and B.4	10%	<b>\$55,000,000.00</b>
<b>NOT-TO-EXCEED CONTRACT AMOUNT</b>			<b>\$55,000,000.00</b>

**B.5.3 OPTION PERIOD TWO (2) (YEARS EIGHT AND NINE)**

<b>Contract Line Item No. (CLIN)</b>	<b>Services</b>	<b>Fee as Percentage (%) of Gross Recovery</b>	<b>Not to Exceed Total</b>
<b>2001</b>	Contingency Fee for Legal Services as described in Section C, Statement of Work, upon recovery by the District as defined in sections B.3 and B.4	10%	<b>\$55,000,000.00</b>
<b>NOT-TO-EXCEED CONTRACT AMOUNT</b>			<b>\$55,000,000.00</b>

**B.5.4 GRAND TOTAL NOT-TO-EXCEED CONTRACT AMOUNT: \$55,000,000.00\***

**\* The fees above are not cumulative. Contractor is only entitled to a single contingency fee percentage for the entire contract regardless of whether recovery occurs in the base period or the option periods, if exercised.**

**SECTION C: SPECIFICATIONS/STATEMENT OF WORK**

**C.1 SCOPE:**

OAG engages the Contractor to assist the PAD with litigation in the Matter, including violations of District’s wage-and-hour laws.

**OAG will retain sole authority at all times to direct the litigation in all respects, including but not limited to, whether and when to initiate litigation, against whom actions will be taken, the claims to be brought in said litigation, approval and/or rejection of settlements and the amount and type of damages to be requested.**

**C.1.1 APPLICABLE LAWS**

The following laws are applicable to this procurement:

<b>Item No.</b>	<b>Document Type</b>	<b>Title</b>	<b>Date</b>
1	D.C. Code	Workplace Fraud Act (D.C. Code § 32-1331.01, et seq.)	Most recent
2	D.C. Code	Sick and Safe Leave Act (D.C. Code § 32-531.01)	Most recent
3	D.C. Code	Wage Payment and Collection Law (D.C. Code § 32-1301, et seq.)	Most recent
4	D.C. Code	Minimum Wage Revision Act (D.C. Code § 32-1001, et seq.)	Most recent

## **C.2 RESERVED**

## **C.3 BACKGROUND**

This is an active litigation originally filed on May 4, 2022, D.C. v. Power Design, Inc., et al. (Case No. 2022 CA 001977 B) (D.C. Super. Ct.), against defendants Power Design, John Moriarty & Associates of Virginia, MJB Electric, LAF General Contractors, K&K Electric & Construction, JLH General Services, and BI&R Services (together, “Defendants”). The lawsuit alleges that Defendants misclassified construction workers as independent contractors and denied them wages, benefits, and paid sick leave. The lawsuit is presently in discovery and the Contractor is being retained as co-counsel to assist in the litigation.

## **C.4 REQUIREMENTS**

**C.4.1** Contractor shall perform legal services that include, but are not limited to the following:

**C.4.1.1** Assist in the litigation against the Defendants. Contractor shall assist in all phases of the litigation, including:

- a. Preparation, filing, and service of all offensive and responsive pleadings;
- b. Preparation and service of all offensive and defensive discovery;
- c. Document review and management;
- d. Coordinating litigation with other states and the federal government to promote, to the extent beneficial, a unified approach to litigation;
- e. Taking depositions, defending depositions, preparing witnesses for depositions;
- f. Identifying and managing experts needed to analyze, develop, or prove the District’s case;
- g. Participation and conduct of representation of the District in court hearings, oral arguments, trials, and settlement negotiations;
- h. Coordination and conduct of any needed appeal.

- C.4.1.2 FOIA Assistance.** Third parties may submit FOIA requests to OAG or the District regarding this Matter. OAG will notify Contractor of the FOIA request and Contractor shall respond pursuant to its obligations under law, including its ethical obligations and to the extent the requests implicate attorney-client privilege, work product, and other applicable privileges. As to non-objectionable information, Contractor will electronically provide, within the timeframe specified by the CA, all records responsive to the FOIA request. In addition, Contractor shall make all records regarding this Matter available for examination and review by OAG, upon request. Contractor shall be entitled to reimbursement of costs for searching and copying records as set forth in the Standard Contract Provisions Paragraph 34, Freedom of Information Act (Attachment J.1).
- C.4.1.3** Provide regular status reports to the Contract Administrator.
- C.4.1.4** Provide legal services to OAG for this litigation in a manner consistent with accepted standards of practice in the legal profession. The Attorney General for the Office of the Attorney General of the District of Columbia (the Attorney General) shall have final authority over all aspects of this litigation. The litigation may be commenced, conducted, settled, approved and ended only with the express written approval of the Attorney General.
- C.4.1.5** Coordinate the provision of legal services with the Attorney General or his or her designated assistant, other personnel of OAG, and such others as the Attorney General may appoint. The Attorney General, at his or her sole discretion, has the right to appoint a designated assistant (“Government Attorney”) to oversee the litigation, which appointment the Attorney General may modify at will.
- C.4.1.6** Submit all substantive pleadings, motions, briefs, and other material which may be filed with a court to OAG in draft form in a reasonable and timely manner for review. All such material must be approved by the Attorney General or appointed designee prior to filing.
- C.4.1.7** Communicate with the District’s executive branch and agencies through OAG unless authorized by OAG to communicate directly with any of them.
- C.4.1.8** Render services pursuant to this Contract as an independent contractor. Neither Contractor nor any employee of Contractor shall be regarded as employed by, or as an employee of OAG.

**C.5 Approval for Expert Witnesses and Consultants**

Contractor shall provide notice and obtain written approval from OAG prior to engaging any expert witness or other consultants.

**C.6 Key Personnel and Point of Contact**

**C.6.1 Key Personnel for this Contract are listed below:**

Christopher McNerney  
685 Third Avenue, 25th Floor  
New York, NY 10017  
Email: [cmcnerney@outtengolden.com](mailto:cmcnerney@outtengolden.com)  
Phone: (212) 202-0749

Pooja Shethji  
1225 New York Ave. NW, Suite 1200B  
Washington, DC 20005  
Email: [pshethji@outtengolden.com](mailto:pshethji@outtengolden.com)  
Phone: (202) 847-4426

**C.6.2 Point of Contact**

Contractor designates the following individual as the Point of Contact for all communication with OAG.

Christopher McNerney  
685 Third Avenue, 25th Floor  
New York, NY 10017  
Email: [cmcnerney@outtengolden.com](mailto:cmcnerney@outtengolden.com)  
Phone: (212) 202-0749

**C.7 Diversion, Reassignment, and Replacement of Key Personnel or Point of Contact**

The key personnel and point of contact specified in Section C.6 are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the Contract. The Contractor shall obtain prior written approval of the CO for any proposed substitution of key personnel.

**SECTION D: PACKAGING AND MARKING**

**D.1** The packaging and marking requirements for this Contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

## **SECTION E: INSPECTION AND ACCEPTANCE**

**E.1** The inspection and acceptance requirements for this Contract shall be governed by clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

## **SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES**

### **F.1 TERM OF CONTRACT**

The term of the Contract shall be for a base period of five (5) years from December 16, 2022. In the event that the Matter is fully resolved prior to the expiration of the Contract term, the Contract shall expire by its own terms. The Matter shall be considered “fully resolved” when final judgments and/or settlements are reached on all aspects of the Matter, any period for appeals has run, and the Contractor has been paid all amounts due under the Contract.

### **F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District may extend the Contract for up to two (2) additional two-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the Contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least ninety (90) days before the Contract expires. The preliminary notice does not commit the District to an extension. The Contractor may waive the ninety (90) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the Contract.

**F.2.2** If the District exercises an option, the extended Contract shall be considered to include this option provision. In no event shall any such extension of the Contract entitle the Contractor to additional fees.

**F.2.3** The contingent fees for the option periods shall be as specified in the Section B of the Contract.

**F.2.4** The total duration of this Contract, including the exercise of any options under this clause, shall not exceed nine (9) years.

### **F.3 DELIVERABLES**

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable, including but not limited to the deliverables in the table below, to the Contract Administrator (CA) identified in section G.8. The Point of Contact identified in Paragraph C.6.2 shall be responsible for submitting all deliverables.

<b>SOW Section</b>	<b>Deliverable</b>	<b>Quantity</b>	<b>Format/Method of Delivery</b>	<b>Due Date</b>
C.4.1.1 a.	Preparation, filing, and service of all offensive and responsive pleadings	TBD	PDF/Electronic	Ongoing, as requested
C.4.1.1 b.	Preparation and service of all offensive and defensive discovery	TBD	PDF/Electronic	Ongoing
C.4.1.1 e.	Depositions	TBD	PDF/Electronic	Ongoing
C.4.1.2	Records responsive to a FOIA request	TBD	PDF/Electronic	Within five (5) business days of request
C.4.1.3	Status Reports	TBD	PDF/Electronic	Ongoing
C.4.1.6	Drafts of substantive pleadings, motions, briefs, and other material which may be filed with the court	TBD	PDF/Electronic	Ongoing
C.5	Notice of intent to engage expert witness or other consultant	TBD	Electronic	Prior to incurring cost
C.7	Notification of diversion of key personnel or point of contact	TBD	Electronic	At least 30 days in advance

**F.3.1** The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.4.2.

**SECTION G: CONTRACT ADMINISTRATION**

**G.1 PAYMENT – CONTINGENCY FEE**

**G.1.1** Contractor shall undertake the litigation on a contingency fee basis. The District shall owe Contractor a contingency fee only if the District secures a Gross Recovery, as defined in B.4.1.1, above. Contractor shall receive a contingency fee per the Price Schedule in B.5 above. The contingency fee shall be calculated from the Gross Recovery, subject to the terms of B.4.

**G.1.2** If the Matter is settled for injunctive relief only, as referenced in Paragraph B.4.4, any separate court-ordered awards of attorney fees shall be paid directly to Contractor and the District respectively.

**G.1.3** Notwithstanding any other provision of this Contract, it is understood that if no monetary recovery is realized, Contractor shall receive no compensation whatsoever from the District. Contractor shall not receive from the District reimbursement for any expenses incurred in the litigation related to any defendant from whom a Gross Recovery is not obtained.

**G.2 PAYMENT PROCESS**

- G.2.1** In the event the District obtains a monetary recovery whether by judgment, settlement, or any other means, all such funds shall be deposited into the appropriate District of Columbia account.
- G.2.2** The District will make payment to the Contractor, into a designated Attorney IOLTA account established prior to any request for payment, after the District's receipt of any monetary recovery from the Contractor's representation of the District in the Matter. If no monetary recovery is realized, the Contractor shall receive no compensation or reimbursement for any costs incurred.
- G.2.3** The District will pay the Contractor on or before the 15<sup>th</sup> day after receiving a proper payment request from the Contractor following the occurrence of the factors outlined in paragraph G.2.1.
- G.2.4** The Contractor shall submit a proper payment request as specified below. The payment request shall be submitted to the agency Chief Financial Officer with concurrent copies to the CA specified in Section G.8 below. The address of the CFO is:

Office of Finance & Resource Management  
Office of the Controller/Agency CFO  
441 4th Street NW, Suite 890 North  
Washington, DC 20001 (202) 727-0333

- G.2.5** To constitute a proper payment request, the Contractor shall submit the following information on the payment request:
- a) Contractor's name, federal tax ID and payment request date (date payment request as of the date of mailing or transmittal);
  - b) Contract number and payment request number;
  - c) Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
  - d) Other supporting documentation or information, as required by the Contracting Officer;
  - e) For cost reimbursement, the Contractor must submit an itemized list and description of all costs to be reimbursed and provide receipts to support the cost expenditures upon request;
  - f) Bank and Account number of IOLTA account to which payment is to be deposited;
  - g) Name, title, phone number and mailing address of person (if different from the person identified in C.6.2) to be notified in the event of a defective payment request;
  - h) A certification that the Contractor is entitled to payment in the requested amount; and
  - i) Authorized signature.

**G.2.6** If OAG and Contractor disagree about the amount of the fee and/or costs owed to the Contractor, the disagreement shall be resolved according to the procedures stated in I.4, Disputes. The parties shall place any disputed amount in escrow pending the resolution of any disagreement relating to the amount of the Contractor's fee and costs and shall distribute all undisputed portions of the total monetary recovery in accordance with paragraph G.2.3.

**G.3 RESERVED**

**G.4 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.4.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

**G.4.2** No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

**G.5 RESERVED**

**G.6 THE QUICK PAYMENT ACT [February 2019]**

Delete Article 30, The Quick Payment Act, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following) in its place:

**G.6.1 Interest Penalties to Contractors**

**G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

**G.6.1.1.1** The date on which payment is due under the terms of this Contract;

**G.6.1.1.2** Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;

**G.6.1.1.3** Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

**G.6.1.1.4** 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

**G.6.1.2** No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

**G.6.1.2.1** 3<sup>rd</sup> day after the required payment date for meat or a meat product;

**G.6.1.2.2** 5<sup>th</sup> day after the required payment date for an agricultural commodity; or

**G.6.1.2.3** 15<sup>th</sup> day after any other required payment date.

**G.6.1.3** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

## **G.6.2 Payments to Subcontractors**

**G.6.2.1** Pursuant to the requirements of Section I.8, the Contractor may not subcontract without the prior written consent of the CO. If the Contractor subcontracts, the Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the Contract:

**G.6.2.1.1** Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the Contract; or

**G.6.2.1.2** Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

**G.6.2.2** The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

**G.6.2.2.1** 3<sup>rd</sup> day after the required payment date for meat or a meat product;

**G.6.2.2.2** 5<sup>th</sup> day after the required payment date for an agricultural commodity; or

**G.6.2.2.3** 15<sup>th</sup> day after any other required payment date.

**G.6.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

**G.6.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

**G.6.3 Subcontract requirements**

**G.6.3.1** The Contractor shall include in each subcontract under this Contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).

**G.6.3.2** The Contractor shall include in each subcontract under this Contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

**G.7 CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Gena Johnson  
Contracting Officer  
Office of the Attorney General  
Support Services Division/Procurement Unit  
400 6<sup>th</sup> Street, NW  
Washington, DC 20001  
Email: [gena.johnson@dc.gov](mailto:gena.johnson@dc.gov)  
Phone: 202-247-6448

**G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

**G.8.1** The Contracting Officer (CO) is the only person authorized to approve changes in any of the requirements of this Contract.

**G.8.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this Contract, unless issued in writing and signed by the CO.

**G.8.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority

and no adjustment will be made in the Contract price to cover any cost increase incurred as a result thereof.

## **G.9 CONTRACT ADMINISTRATOR (CA)**

**G.9.1** The Contract Administrator is responsible for general administration of the Contract and advising the CO as to the Contractor's compliance or noncompliance with the Contract. 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. These include:

**G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the Contract;

**G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;

**G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

**G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

**G.9.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

**G.9.2** The name, address and telephone number of the Contract Administrator is:

Name: Randolph Chen  
Title: Trial Attorney  
Public Advocacy Division  
Office of the Attorney General  
for the District of Columbia  
400 6<sup>th</sup> Street, NW  
Washington, DC 20001

Email: [randolph.chen@dc.gov](mailto:randolph.chen@dc.gov)  
Telephone: 202-442-9854  
Mobile Phone: 202-717-1371

**G.9.3** The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the Contract;
3. Increase the dollar limit of the Contract or authorize work beyond the dollar limit

- of the Contract;
4. Authorize the expenditure of funds by the Contractor, except pursuant to Section C.6;
  5. Change the period of performance; or
  6. Authorize the use of District property, except as specified under the Contract.

**G.9.4** The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

**H.1.1** For all new employment resulting from this Contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.1.2** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this Contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

### **H.2 RESERVED**

### **H.3 PREGNANT WORKERS FAIRNESS**

**H.3.1** The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

**H.3.2** The Contractor shall not:

- a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;
- b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable

accommodations ceases to the employee's original job or to an equivalent position with equivalent:

- (1) Pay;
  - (2) Accumulated seniority and retirement;
  - (3) Benefits; and
  - (4) Other applicable service credits;
- c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;
- d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;
- e) Require an employee to take leave if a reasonable accommodation can be provided; or
- f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

**H.3.3** The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

- (a) New employees at the commencement of employment;
- (b) Existing employees; and
- (c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

**H.3.4** The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

**H.3.5** Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

#### **H.4 UNEMPLOYED ANTI-DISCRIMINATION**

**H.4.1** The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

**H.4.2** The Contractor shall not:

- (a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or
- (b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:
  - (1) Any provision stating or indicating that an individual's status as unemployed disqualifies the individual for the job; or
  - (2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

**H.4.3** Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

**H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT (February 2012)**

**H.5.1** For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

**H.5.2** The Contractor shall enter into and maintain during the term of the Contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the Contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

**H.5.3** The Contractor shall not begin performance of the Contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

**H.5.4** The Contractor agrees that at least 51% of the new employees hired to perform the Contract shall be District residents.

**H.5.5** The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the Contract.

**H.5.6** The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the Contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

**H.5.7** If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the Contract for each percentage by which the Contractor fails to meet its hiring requirements.

**H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.

**H.5.9** The Contractor may appeal any decision of the CO pursuant to this clause to the District of Columbia Contract Appeals Board as provided in the Disputes clause in this Contract.

**H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations that employ 50 employees or less.

## **H.6 SUBCONTRACTING REQUIREMENTS**

**H.6.1** The Contractor agrees to make the maximum level of effort to engage SBE/CBE businesses consistent with efficient contract performance and the spirit of the District's Small and Certified Business Enterprise Development and Assistance Act, D.C. Official Code § 2-218.01 et seq.

**H.6.2** Pursuant to the requirements of Section I.8, the Contractor may not subcontract without the prior written consent of the CO. If the Contractor subcontracts goods and services, the Contractor shall develop a subcontracting plan specifically utilizing small business enterprises (SBEs) certified by the District of Columbia Department of Small and Local Business Development (DSLBD), and/or local certified business enterprises (CBEs). Such services could include, but are not limited to, legal services, as well as document review, copying, litigation support, graphic production, document review, document hosting.

**H.6.2.1** The subcontracting plan shall:

- A. Identify the specific SBE/CBE business and/or businesses, outline the good and/or services to be provided by each SBE/CBE business, and identify the stage of litigation when the services will be provided (where possible); and
- B. An estimated value of the subcontract(s), where possible, including fixed rates.

**H.6.3** Each SBE/CBE that has a subcontract with the Contractor shall perform at least 35% of its contracting effort with its own organization and resources.

**H.6.4** The Contractor shall submit a quarterly report, to the CO, that includes the following information for each subcontract identified in the subcontracting plan:

- A. The price that the prime contractor will pay each subcontractor under the subcontract;
- B. A description of the goods procured or the services subcontracted for; and
- C. The amount paid by the prime contractor under the subcontract.

## **H.7 FAIR CRIMINAL RECORD SCREENING**

**H.7.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the “Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.

**H.7.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.

**H.7.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.

**H.7.4** The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.

**H.7.5** This section and the provisions of the Act shall not apply:

- (a) Where a federal or District law or regulation requires the consideration of an applicant’s criminal history for the purposes of employment;
- (b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
- (c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
- (d) To employers that employ less than 11 employees.

**H.7.6** A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

**H.8 RESERVED**

**H.9 RESERVED**

## **H.10 OAG RIGHTS AND RESPONSIBILITIES**

**H.10.1** The Attorney General shall retain complete control over the course and conduct of the Matter and shall retain all decision-making authority over the matter, including but not limited to whether and when to initiate litigation, against whom actions will be taken, the claims to be brought in litigation, approval and rejection of all settlement offers, the scope and nature of any injunctive relief, and the amount and type of any restitution,

damages and/or penalties to be sought.

- H.10.2** The Attorney General may designate a Government Attorney and other staff members to oversee and assist Contractor with this litigation. The identity and responsibilities of such personnel so assigned shall be determined solely by the Attorney General or his designee.
- H.10.3** A Government Attorney with supervisory authority for the case shall participate in all significant litigation matters and settlement conferences.
- H.10.4** All substantive pleadings, motions, briefs, formal documents, and agreements must bear the signature of the Attorney General or his designee.
- H.10.5** All settlement decisions shall be made exclusively at the discretion of the Attorney General or his designee.
- H.10.6** The OAG will provide the Contractor with conference room space for meetings and/or depositions as needed in Washington, D.C. throughout this Contract.

## **H.11 RECRODS RETENTION**

- H.11.1** The Contractor shall maintain detailed, current billing records for all costs and expenses. The Contractor shall retain and make available all billing records related to the services provided under this Contract for a minimum of twelve (12) years from the expiration or termination of the Contract or the resolution of any appeal, whichever occurs later.
- H.11.2** The Contractor shall preserve and make available to OAG all records related to the Matter for a minimum of twelve (12) years from the date of final settlement or until the litigation is completed, including the resolution of any appeal, whichever occurs later.
- (a) If this Contract is completely or partially terminated, the Contractor shall make available the records relating to the work terminated for twelve (12) years after any resulting final termination settlement; and
  - (b) The Contractor shall make available records relating to appeals under the Disputes Clause or to litigation or the settlement of claims arising under or relating to this Contract until such appeals, litigation, or claims are finally resolved.

## **H.12 ETHICAL OBLIGATIONS AND LEGAL CONFLICTS OF INTEREST**

- H.12.1** An attorney-client relationship will exist between the District and any attorney who performs work under the Contract, as well as between the District and the firm of any attorney who performs work under the Contract. The D.C. Rules of Professional Conduct (RPC) and the ethical rules of any other jurisdiction in which work is performed are binding on the Contractor. The parties agree that the District may have

a contractual cause of action based on violation of such rules, in addition to any other remedies available.

- H.12.2** In addition to the prohibitions contained in the RPC and the ethical rules of any other jurisdiction in which work is performed, the Contractor agrees that it shall recognize that in the performance of the Contract it may receive certain information submitted to the District government on a proprietary basis by third parties, information which relates to potential or actual claims against the District government, or information which relates to matters in dispute or litigation. Unless the District consents to a particular disclosure, the Contractor shall use such information exclusively in the performance of the Contract and shall forever hold inviolate and protect from disclosure all such information, except disclosures required by applicable law or court order. The Contractor also agrees that, to the extent it is permitted to disclose such information, it will make such disclosures only to those individuals who need to know such information in order to perform required tasks in their official capacity and will restrict access to such information to such individuals.
- H.12.3** Before any contractor can be retained to perform legal services under the Contract, on behalf of the District government, the Attorney General for the District of Columbia must review and waive all actual or potential direct and indirect conflicts of interest pursuant to RPC 1.6, 1.7, 1.8, 1.9 and 1.10. Contractor shall provide the Attorney General with the following: (1) a written statement that there exists no Rule 1.7(a) direct conflict of interest regarding the work to be performed under the Contract; (2) a written description of all actual or potential conflicts of interest regarding the work to be performed under the Contract that require waiver pursuant to Rule 1.7(b) because the contractor represents another client in a matter adverse to any of the following: (i) the District government agency or instrumentality to be represented under the Contract; (ii) the District government as a whole; or (iii) any other agency or instrumentality of the District government (for this purpose, under D.C. Bar Legal Ethics Committee Opinion No. 268, a representation of a private client against a discrete government agency or instrumentality can have government-wide implications and thus constitute a representation adverse to the government as a whole pursuant to the RPC); and (3) a written description of all representations of clients who are or will be adverse to the District government with regard to the work to be performed under the Contract, whether or not such representations are related to the matter for which the work is to be performed under the Contract.
- H.12.4** The Attorney General generally does not grant prospective conflict of interest waivers, except in certain *pro bono* matters. Thus, in addition to the prohibitions contained in the RPC and the ethical rules of any other jurisdiction in which work is performed under the Contract, without the consent of the Attorney General, the Contractor shall not represent any party other than the District in any disputes, negotiations, proceedings or litigation adverse to any agency or instrumentality of the District government or the District government as a whole, including, but not limited to, matters related to the work to be performed under the Contract. The Contractor shall notify the Attorney General immediately, in writing, of any potential conflicts of interest (as defined in the RPC) that arise during the period that the Contractor is

performing work under the Contract. The Attorney General makes every attempt to be reasonable in deciding whether or not to consent to a conflict of interest and usually makes this decision promptly after receiving notice and sufficient information regarding the conflict. If the Attorney General does not waive a conflict of interest, the Contractor shall undertake immediate action to eliminate the source of any such conflict of interest.

**H.12.5** Before any contractor can be retained pursuant to the Contract, the Attorney General for the District of Columbia must review all actual, direct and potential conflicts of interest on behalf of the District government in light of D.C. Bar Rules of Professional Conduct (“RPC”) 1.6, 1.7, 1.8, 1.9 and 1.10. Contractor shall provide the Attorney General with written notice of all actual or potential direct and indirect conflicts of interest in which the Contractor represents (or may represent) another client with interests adverse to the District government agency to be represented as well as against the District government as a whole. For this purpose, under D.C. Bar Legal Ethics Committee Opinion No. 268, ([http://app.ocp.dc.gov/pdf/DCEB-2018-R-0001\\_ATTT2.pdf](http://app.ocp.dc.gov/pdf/DCEB-2018-R-0001_ATTT2.pdf)), a representation of a private client against a discrete government agency can have government-wide implications and thus qualify under the RPC as being against the government as a whole, including the individual agency that the private firm represents. In that situation, the private firm would be required to notify the Attorney General of the existence of a conflict under RPC 1.7 and obtain consent to such representation and waiver of the conflict. The Attorney General makes every attempt to be reasonable in deciding whether or not to consent to a conflict and usually makes this decision promptly after receiving notice of the conflict.

**H.12.6 Cost and Pricing Data**

Delete clause 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

**SECTION I: CONTRACT CLAUSES**

**I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

Except to the extent modified, supplemented or superseded by the Contract, the Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts dated July 2010 (“Standard Contract Provisions”) apply to the Contract. The Standard Contract Provisions are available at <http://ocp.dc.gov>, under “Required Solicitation Documents.”

**I.2** Delete Article 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 42, Rights in Data) in its place:

## **RIGHTS IN DATA (January 2018)**

### **A. Definitions**

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.
2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the Contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.
3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the Contract.
4. “District” – The District of Columbia and its agencies.

### **B. Title to Project Deliverables**

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the Contract. The District shall have ownership and rights for the duration set forth in the Contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third-party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the Contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The

District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

### **C. Transfers or Assignments of Existing or Custom Products by the District**

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor's business.

### **D. Subcontractor Rights**

Whenever any data, including computer software, are to be obtained from a subcontractor under the Contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

### **E. Source Code Escrow**

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the Contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the Contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be

named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above and certify such updating of escrow to the District in writing.

#### **F. Indemnification and Limitation of Liability**

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for Contractor's violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished by the District under this Contract, or (ii) based upon Contractor's furnishing of any data furnished under this Contract, or based upon libelous or other unlawful matter included by Contractor in such data.

### **I.3 INSURANCE (March 2021)**

- A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the

subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.
5. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$5,000,000 per claim or per occurrence for each wrongful act and \$5,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be

exercised for a period of at least ten years after the completion of the professional services. Limits may not be shared with other lines of coverage.

6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$15,000,000 per occurrence and \$15,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

**B. PRIMARY AND NONCONTRIBUTORY INSURANCE**

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- C. DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- D. LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor's liability under this contract.

- E. CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- F. MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

- G. NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

- H. CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

**The Government of the District of Columbia**

**And mailed to the attention of:**

Gena Johnson  
400 6<sup>th</sup> Street, NW  
Washington, DC 20001  
202-247-6448  
[Gena.johnson@dc.gov](mailto:Gena.johnson@dc.gov)

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS.** All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

**I.4 DISPUTES**

Delete Article 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 14, Disputes, in its place:

**14. DISPUTES (April 2012)**

All disputes arising under or relating to the Contract shall be resolved as provided herein.

- (a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or

interpretation of contract terms, or other relief arising under or relating to the Contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
  - (i) A description of the claim and the amount in dispute;
  - (ii) Data or other information in support of the claim;
  - (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
  - (iv) The Contractor's request for relief or other action by the CO.
- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.
- (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The CO's written decision shall do the following:
  - i. Provide a description of the claim or dispute;
  - ii. Refer to the pertinent contract terms;
  - iii. State the factual areas of agreement and disagreement;
  - iv. State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
  - v. If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
  - vi. Indicate that the written document is the CO's final decision; and
  - vii. Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2 360.04.

- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
  - (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the Contract in accordance with the decision of the CO.
- (b) **Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the Contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
  - (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
    - (i) Provide a description of the claim or dispute;
    - (ii) Refer to the pertinent contract terms;
    - (iii) State the factual areas of agreement and disagreement;
    - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
    - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
    - (vi) Indicate that the written document is the CO's final decision; and
    - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
  - (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
  - (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
  - (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another

District agency is specifically authorized to administer, settle or determine.

- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the Contract in accordance with the decision of the CO.

## **I.5 CHANGES**

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for Use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes, in its place:

### **15. Changes [February 2019]:**

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the Contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the Contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the Contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **Disputes clause at Paragraph I.4.**
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the Contract or subcontract, including work under a District-issued change order, when the additional work increases the Contract price beyond the not-to-exceed price or negotiated maximum price of the Contract, unless the CO:
  - (1) Agrees with the Contractor, and if applicable the subcontractor, on a price for the additional work;
  - (2) Obtains a certification of funding to pay for the additional work;
  - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within thirty (30) days after the Contractor submits a proper invoice; and
  - (4) Provides the Contractor with written notice of the funding certification.

- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
  - (1) Within five (5) business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
  - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within ten (10) days of receipt of payment from the District; and
  - (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

## **I.6 NON-DISCRIMINATION CLAUSE**

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for Use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

### **19. Non-Discrimination Clause (September 2011)**

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (b) Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the Contract:
  - (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
  - (2) The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or

perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:

- (a) employment, upgrading or transfer;
  - (b) recruitment, or recruitment advertising;
  - (c) demotion, layoff or termination;
  - (d) rates of pay, or other forms of compensation; and
  - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b) (1) and (b) (2) concerning non-discrimination and affirmative action.
  - (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph 19(b) (2).
  - (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
  - (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.
  - (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.
  - (8) The Contractor shall include in every subcontract the equal opportunity clauses, i.e., paragraphs 19(b) (1) through (b) (9) of this clause, so that such provisions shall be binding upon each subcontractor.
  - (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

## **I.7 CONFIDENTIALITY OF INFORMATION**

The Contractor shall keep all information relating to the Matter in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

## **I.8 SUBCONTRACTS**

Contractor shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that Contractor and the subcontractor shall be subject to every provision of this Contract. Notwithstanding any such subcontract approved by the District, Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

## **I.9 EQUAL EMPLOYMENT OPPORTUNITY**

Contractor shall satisfy equal employment opportunity requirements and maintain compliance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, Attachment J.2.

## **I.10 ORDER OF PRECEDENCE**

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the Contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) The Letter Contract dated December 16, 2022

**SECTION J: LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

The following attachments are incorporated into this Contract by reference and may be found at <https://ocp.dc.gov/node/599822>.

<b>Attachment Number</b>	<b>Document</b>
<b>J.1</b>	Government of the District of Columbia Standard Contract Provisions for Use with Supplies and Services Contracts (July 2010)
<b>J.2</b>	Equal Employment Opportunity Employer Information Report and Mayor's Order 85-85
<b>J.3</b>	Living Wage Act of 2006 - Living Wage Notice
<b>J.4</b>	Living Wage Act of 2006 - Living Wage Fact Sheet