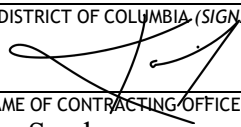


GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29				1. REQUISITION NUMBER <div style="text-align: center;">RK292294</div>		PAGE(S) <div style="text-align: center;">1 of 18</div>					
2. TASK ORDER AGREEMENT NO. <div style="text-align: center;">CW123005</div>		3. Award/Effective Date <div style="text-align: center;">See 30C below</div>		4. DCSS CONTRACT NUMBER <div style="text-align: center;">N/A</div>		5. SOLICITATION NUMBER <div style="text-align: center;">N/A</div>		6. SOLICITATION ISSUE DATE <div style="text-align: center;">N/A</div>			
7. FOR SOLICITATION INFORMATION CONTACT: Email:		A. NAME				B. TELEPHONE (No Collect Calls)		8. OFFER DUE DATE:			
9. ISSUED BY Office of Contracting & Procurement 441 4th Street, NW, Suite 330S Washington, DC 20001 Fax: (202) 727-0252				10. THIS ACQUISITION IS ☐ UNRESTRICTED ☐ SET ASIDE %FOR ☐ SMALL BUSINESS ☐ SMALL DISADV. BUS. ☐ D.C. Supply Schedule ☒ Cooperative SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☒ N/A ☐ 13. RESERVED		12. PAYMENT DISCOUNT TERMS <div style="text-align: center;">Net 30 days</div>			
5. CONTRACTOR / OFFEROR Insight Public Sector 2701 E. Insight Way Chandler, AZ 85286-1930 Attn: Robert Crigler robert.crigler@insight.com				16. PAYMENT WILL BE MADE BY Metropolitan Police Department 441 4 th Street, NW Suite 700 Washington, DC 20001							
15A DUNS NO. 15B TAX ID NO.				18. ADMINISTERED BY Metropolitan Police Department 441 4 th Street, NW Suite 700 Washington, DC 20001							
17. DELIVER TO Metropolitan Police Department / Office of Chief Information Officer 441 4 th Street, NW Suite 700 Washington DC 20001 Contract Administrator - Mr. Eric Starks				18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER ☐							
18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM				19 IEM NO. 20 SCHEDULE OF SUPPLIES/SERVICES 21 MAXIMUM QUANTITY 22 UNIT 23 UNIT PRICE 24 AMOUNT							
0001		FLCK-CUSTINST-DCM		67		EA		\$2,015.62		\$135,046.54	
0002		FLCK-FALCON-2-LE		67		EA		\$3,000		\$201,000	
25. ACCOUNTING AND APPROPRIATION DATA PURCHASE ORDER NO.								26. TOTAL AWARD (FOR GOVT. USE ONLY) <div style="text-align: right;">\$336,046.54</div>			
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4. And the District's Standard Contract Provisions, dated July 2010								28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: (1) CONTRACTOR'S PRICE PROPOSAL. THIS TASK ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF THE DC SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4.			
29A. SIGNATURE OF OFFEROR /CONTRACTOR <i>Lisanne Steinheiser</i>								30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Lisanne Steinheiser / Global Compliance Officer				29C. DATE SIGNED <div style="text-align: center;">12/30/2024</div>		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) <div style="text-align: center;">Xayna Sanders</div>				30C DATE SIGNED <div style="text-align: center;">12/31/2024</div>	

1. SERVICES REQUIRED

The District of Columbia Office of Contracting and Procurement, on behalf of the Metropolitan Police Department (MPD) (District) is seeking a contractor to **provide a Flock Safety license plate recognition (LPR) software-as-a-service (SAAS) solution**, including:

- Enterprise software licenses for unlimited users.
- Implementation services to configure and integrate the software with MPD's existing systems.
- User training materials and online user training access.

2. CONTRACT TYPE

The District contemplates award of a firm fixed price contract in accordance with 27 DCMR Chapter 24.

3. PRICE SCHEDULE

3.1 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Quantity	Price Per Unit	Total Price
0001	Flock Group Implementation Professional Services FLCK-CUSTINST-DCM	67	\$2,015.62	\$135,046.54
0002	Flock Group Facon Infrastructure (Power + LTE), License Plate Recognition Camera with Vehicle Fingerprint + Machine Learning Software and Real Alerts for Unlimited Users FLCK-FALCON-2-LE	67	\$3,000	\$201,000
Grand Total for 3.1				\$336,046.54

4. STATEMENT OF WORK

4.1 Software Licensing

- 4.1.1 The Contractor shall provide Flock Safety LPR Software as a Service (SaaS) licenses for unlimited users.
- 4.1.2 Licensing shall be for sixty-seven (67) locations.
- 4.1.3 Licenses shall be provided electronically.
- 4.1.4 The Contractor shall be responsible for managing and maintaining all licenses throughout the contract period.

4.2 Software Training

- 4.2.1 The Contractor shall provide software training for MPD users. Training materials and online access shall be included.
- 4.2.2 Training content shall cover all aspects of the software functionality, including basic and advanced features.
- 4.2.3 Training shall be delivered by qualified instructors with expertise in the software.
- 4.2.4 Training material handoff, train the trainer, shall be coordinated with MPD Professional Development Bureau (PDB).

4.3 Software Maintenance and Upgrades

- 4.3.1 The Contractor shall provide 12 months of technical software assurance/maintenance, including bug fixes, security patches, and technical support.
- 4.3.2 The Contractor shall provide all software upgrades to MPD at no additional cost throughout the contract period.

4.4 Implementation

- 4.4.1 The Contractor shall be responsible for the successful implementation of the Flock Safety LPR solution within the agreed-upon timeframe.
- 4.4.2 The Contractor shall adhere to project management best practices, including:
 - Requirements gathering and analysis
 - Project planning and scheduling
 - Kickoff meetings and stakeholder engagement
 - Regular project status updates and progress reports
 - Work breakdown structure (WBS) development and management
 - With shared access
 - Gantt chart creation and tracking
 - With shared access
 - Risk management and mitigation planning
 - Change management processes
- 4.4.3 The Contractor shall collaborate with MPD representatives throughout the implementation process to ensure that the solution meets MPD's specific needs and requirements.

4.5 Implementation Locations

Flock Name	Latitude	Longitude	Address
F#001 Elvans Rd SE & Stanton Rd SE NB	38.85503061	-76.98638684	2461 James Bank Rd SE, Washington, DC 20020-3740, United States
F#002 Elvans Rd SE & Stanton Rd SE SB	38.85440177	-76.98562649	2398 Elvans Rd SE, Washington, DC 20020-3504, United States
F#003 201 37th St SE NB	38.88865332	-76.95186395	56 Ridge Rd SE, Washington, DC 20019, United States
F#004 201 37th St SE SB	38.88769998	-76.95111054	33 Ridge Rd SE, Washington, DC 20019, United States
F#005 51st St NE & Fitch St NE SB	38.89502409	-76.92799916	333 51st St NE, Washington, DC 20019-5459, United States
F#006 51st St NE & Fitch St NE NB	38.8936335	-76.92872943	229 51st St NE, Washington, DC 20019, United States
F#007 16th St NE & Gales St NE EB	38.89856032	-76.98191485	700 16th St NE, Washington, DC 20002-4514, United States
F#008 16th St NE & Gales St NE NB	38.89843513	-76.98180976	655 16th St NE, Washington, DC 20002-4560, United States
F#009 16th St NE & Gales St NE SB	38.89843513	-76.98180976	655 16th St NE, Washington, DC 20002-4560, United States
F#010 16th St NE & Gales St NE WB	38.89856032	-76.98191485	700 16th St NE, Washington, DC 20002-4514, United States
F#011 16th St NW & Spring Pl NW NB	38.93736569	-77.03636272	3625 16th St NW, Washington, DC 20010, United States
F#012 16th St NW & Spring Pl NW SB	38.93616019	-77.03656368	3630 16th St NW, Washington, DC 20010, United States
F#013 17th St and C Street NE WB	38.89343055	-76.9809	1634 C St NE, Washington, DC 20002-6524, United States
F#014 17th St and C Street NE EB	38.89325801	-76.98067112	1701 C St NE, Washington, DC 20002, United States
F#015 U St and Florida Ave NW EB	38.91692027	-77.0404245	1746 U St NW, Washington, DC 20009, United States
F#016 18th St and Florida Ave NE	38.91733659	-77.04070291	1787 Florida Ave NW, Washington, DC 20009, United States
F#017 18th St and Florida Ave NW NB	38.91714904	-77.04156302	2001 18th St NW, Washington, DC 20009, United States
F#018 18th St and Florida Ave SW	38.91683131	-77.04182882	1801 Florida Ave NW, Washington, DC 20009-1708, United States
F#019 18th St and Florida Ave NW SB	38.91663791	-77.04174883	1930 18th St NW, Washington, DC 20009, United States
F#020 1831 Columbia Rd NW SB	38.92164914	-77.04359301	1831 Columbia Rd NW, Washington, DC 20009, United States
F#021 1790 Columbia Rd NW EB	38.92282989	-77.04226912	1790 Columbia Rd NW, Washington, DC 20009, United States
F#022 20th St and Franklin St NE EB	38.92563836	-76.97560709	2004 Franklin St NE, Washington, DC 20018-2546, United States
F#023 20th St and Franklin St NE NB	38.92598685	-76.97629609	2804 20th St NE, Washington, DC 20018-2404, United States
F#024 20th St and Franklin St NE WB	38.92563961	-76.97695607	1926 Franklin St NE, Washington, DC 20018-2412, United States
F#025 20th St and Franklin St NE SB	38.92532523	-76.97630535	2001 Franklin St NE, Washington, DC 20018-2545, United States
F#026 21st St NE & Maryland Ave NE EB	38.90386318	-76.97407205	905 21st St NE, Washington, DC 20002-4111, United States
F#027 21st St NE & Maryland Ave NE WB	38.90370671	-76.97489823	2016 Maryland Ave NE, Washington, DC 20002, United States
F#028 22nd St SE & Alabama Ave SE EB	38.8509926	-76.97392529	2205 Alabama Ave SE, Washington, DC 20020, United States
F#029 Alabama Ave SE @ Irving SW	38.85190677	-76.9711481	2426 Alabama Ave SE, Washington, DC 20020-2712, United States
F#030 29th St and M Street NW WB	38.90533961	-77.05826453	2901 M St NW, Washington, DC 20007, United States
F#031 29th St and M Street NW EB	38.90513865	-77.05798014	2806 Pennsylvania Ave NW, Washington, DC 20007, United States
F#032 30th St SE & Naylor Rd SE NW	38.85409079	-76.96493887	3025 Naylor Rd SE, Washington, DC 20020, United States
F#033 30th St SE & Naylor Rd SE SB	38.85387963	-76.96470174	3025 Naylor Rd SE, Washington, DC 20020, United States
F#034 37th St SE & Ely Place SE WB	38.88345732	-76.95159096	424 37th St SE, Washington, DC 20019, United States
F#035 37th St SE & Ely Place SE EB	38.88338467	-76.95114275	3652 Ely Pl SE, Washington, DC 20019-3039, United States
F#036 3rd St SE & Atlantic St SE EB	38.83091184	-77.0017126	303 Atlantic St SE, Washington, DC 20032, United States
F#037 3rd St SE & Atlantic St SE WB	38.83090467	-77.00247776	225 Atlantic St SE, Washington, DC 20032, United States
F#038 3rd St SE & Atlantic St SE SB	38.83089693	-77.00195792	301 Atlantic St SE, Washington, DC 20032, United States
F#039 4th St SE & Livingston Terrace SE NB	38.8271374	-77.00050116	4315 4th St SE, Washington, DC 20032, United States
F#040 4th St SE & Livingston Terrace SE SB	38.82591768	-76.99988424	4248 4th St SE, Washington, DC 20032, United States
F#041 53rd St SE & C St SE NB	38.88488689	-76.92618533	5218 C St SE, Washington, DC 20019-6311, United States
F#042 53rd St SE & C St SE WB	38.88470745	-76.92651352	5221 C St SE, Washington, DC 20019-6312, United States
F#043 53rd St SE & C St SE SB	38.88465777	-76.92624846	5221 C St SE, Washington, DC 20019-6312, United States
F#044 53rd St SE & C St SE EB	38.88457769	-76.92552556	5308 C St SE, Washington, DC 20019, United States
F#045 5th St and Kennedy Street SW	38.95632781	-76.99915507	404 Kennedy St NE, Washington, DC 20011, United States
F#046 5th St and Kennedy Street NW	38.95633096	-76.99915775	404 Kennedy St NE, Washington, DC 20011, United States
F#047 5th St NW & N St NW WB	38.90730061	-77.01903815	501 N St NW, Washington, DC 20001, United States
F#048 5th St NW & N St NW NB	38.90790399	-77.01903737	1322 5th St NW, Washington, DC 20001-4803, United States
F#049 5th St NW & N St NW EB	38.90719779	-77.01882825	1245 5th St NW, Washington, DC 20001, United States
F#050 716 H St NE WB	38.90029917	-76.99540844	716 H St NE, Washington, DC 20002, United States
F#051 901 H St NE EB	38.90011261	-76.99481226	901 H St NE, Washington, DC 20002, United States
F#052 8th St and I SE NB	38.87835025	-76.99488672	721 Virginia Ave SE, Washington, DC 20003, United States
F#053 8th St and I SE SB	38.87921361	-76.99509829	728 8th St SE, Washington, DC 20003, United States
F#054 8th St and I SE WB	38.87934953	-76.99420036	800 I St SE, Washington, DC 20003, United States
F#055 8th St and Pennsylvania SE WB	38.88492407	-76.99630663	640 Pennsylvania Ave SE, Washington, DC 20003, United States
F#056 8th St and Pennsylvania SE EB	38.88394073	-76.99485213	400 8th St SE, Washington, DC 20003, United States
F#057 9th and U Street NW EB	38.91690996	-77.0238262	815 Florida Ave NW, Washington, DC 20001, United States
F#058 9th and U Street NW WB	38.91711046	-77.02551398	1942 Vermont Ave NW, Washington, DC 20001, United States
F#059 9th St and New York Ave NW SB	38.90195066	-77.02409706	906 9th St NW, Washington, DC 20001, United States
F#060 Alabama Ave SE & Ainger Pl NW	38.85596951	-76.97023619	2460 Ainger Pl SE, Washington, DC 20020, United States
F#061 Alabama Ave SE & Ainger Pl SE NB	38.85646491	-76.9699033	2493 Alabama Ave SE, Washington, DC 20020-2742, United States
F#062 Canal St SW & Delaware Ave SW NB	38.87370015	-77.01316453	1340 Canal St SW, Washington, DC 20024, United States
F#063 Canal St SW & Delaware Ave SW SB	38.8737	-77.013165	1340 Canal St SW, Washington, DC 20024, United States
F#064 4111 Connecticut Ave NW NB	38.94213513	-77.06219881	4111 Connecticut Ave NW, Washington, DC 20008-1174, United States
F#065 Connecticut and Tilden Street NW SB	38.94026191	-77.0613507	3924 Connecticut Ave NW, Washington, DC 20008, United States
F#066 3776 Hayes St NW	38.90205551	-76.94888514	3776 Hayes St NE, Washington, DC 20019, United States
F#067 3811 Jay St SE	38.90301003	-76.94642572	3811 Jay St NE, Washington, DC 20019, United States

4.6 Data Security and Privacy

4.6.1 Data Access and Security

- 4.6.1.1 The Contractor shall implement and maintain a comprehensive Information Security Program (ISP) aligned with NIST cybersecurity requirements and adhering to the OCTO Access Control Policy (<https://octo.dc.gov/node/855492>). The software solution must also meet the security requirements outlined in the FBI's Criminal Justice Information Services (CJIS) Security Policy (https://www.fbi.gov/file-repository/cjis-security-policy-v5_6_20170605-1.pdf/view).
- 4.6.1.2 The Contractor will use, restrict, safeguard, and dispose of all information related to services provided by the SOW in accordance with all relevant federal and local statutes, regulations, and CJIS Security policies. Information received by either party in the performance of responsibilities associated with the performance of this SOW shall remain the property of MPD.
- 4.6.1.3 The Contractor shall not continuously audit, inspect, or monitor individual agency content/MPD Content.
- 4.6.1.4 The Contractor shall implement commercially reasonable measures to secure MPD Content against accidental or unlawful loss, access, or disclosure. This includes logical and physical access management, vulnerability management, configuration management, incident monitoring and response, encryption of digital evidence MPD uploads, security education, risk management, and data protection.
- 4.6.1.5 Audit log tracking for the video data shall be an automatic feature and readily available to MPD for download.
- 4.6.1.6 MPD will notify the Contractor immediately if MPD believes an unauthorized party may be accessing MPD's account or Content, or if account information is lost or stolen.

4.6.2 Data Privacy

- 4.6.2.1 The Contractor shall comply with the District of Columbia Open Data Policy (<https://opendata.dc.gov/pages/data-policy>) regarding the use, storage, and disclosure of MPD data.
- 4.6.2.2 The Contractor shall not disclose MPD content or any information about MPD except as compelled by a court or administrative body or required by any law or regulation. The Contractor will give MPD notice if any disclosure request is received.

4.6.3 Integration Requirements

- 4.6.3.1 The Contractor shall ensure that the Flock Safety LPR software solution is fully compatible with and integrates seamlessly with MPD's existing IT infrastructure. This includes:
 - **Active Directory (AD) Integration:** The software must be capable of integrating with MPD's AD environment, allowing for user authentication, authorization, and provisioning.

- **Single Sign-On (SSO):** The software must support SSO, enabling users to access the application with a single set of credentials, rather than requiring separate logins for multiple systems.
- **Multi-Factor Authentication (MFA):** The software must support MFA, requiring users to provide multiple forms of identification before they can access the application. This adds a layer of security and helps to prevent unauthorized access.
- **FUSUS:** The software must fully integrate with MPD's situational awareness platform, Axon Fusus.
- **MPD Data Lake:** The software provide daily data on LPR reads and "hits" to the MPD Data Lake.

The Contractor shall provide detailed documentation and instructions for integrating the software with MPD's AD environment and implementing SSO and MFA.

4.7 Warranty

The Contractor warrants that the software provided under this agreement will:

- **Function as described in the product documentation.**
- **Be free from defects in materials and workmanship.**
- **Meet all applicable industry standards and regulations.**

The Contractor shall provide a 12-month warranty for the software from the date of delivery.

If any defects or deficiencies are discovered within the warranty period, the Contractor shall promptly repair or replace the affected components at no cost to MPD.

4.8 Service and Support

The Contractor shall provide comprehensive service and support for the software, including:

- **Routine Support:** The Contractor shall provide consultation and assistance for general inquiries, troubleshooting, and problem resolution.
- **Operational System Assistance:** The Contractor shall assist MPD in configuring, maintaining, and optimizing the software to meet its specific needs and requirements.
- **Warranty Work:** The Contractor shall address any defects or deficiencies in the software within the warranty period, as outlined in Section C.6.

4.8.1 Service Level Agreement (SLA)

The Contractor shall adhere to the following service level agreement (SLA) for software support:

Severity Level	Response Time
Critical (system outage or major functional failure)	24 hours
Major (significant impact on operations)	24 hours
Minor (inconvenience or minor functionality issues)	24 hours

The Contractor shall provide regular updates on the status of service requests and communicate any expected delays or deviations from the SLA.

4.8.2 Support Hours

The Contractor shall be available for telephone consultation between the hours of 9:00 AM – 5:00 PM Eastern Standard Time, Monday through Friday. Additional support hours may be available upon request and subject to mutually agreed-upon terms.

4.8.3 Remote and On-Site Support

4.8.3.1 The Contractor shall provide remote support capabilities to assist MPD staff with software issues. Remote support tools shall be provided by the Contractor, and MPD shall grant the Contractor necessary access to MPD systems for troubleshooting purposes.

4.8.3.2 The Contractor shall provide a qualified vendor to address physical maintenance issues per the SLA timelines as follows:

- A. Critical: 2 days
- B. Major: 4 days
- C. Minor: 10 days

4.8.4 Escalation Procedures

In the event of a critical issue or failure to meet SLA requirements, MPD may escalate the matter to the Contractor's designated escalation point. The Contractor shall respond promptly to escalated issues and take appropriate steps to resolve the problem.

4.8.5 Escalation Table

Severity Level	Escalation Point
Critical	[Contractor's Tier 3 Support Lead]
Major	[Contractor's Tier 2 Support Lead]
Minor	[Contractor's Tier 1 Support Team]

The Contractor shall provide contact information for each escalation point and ensure that they are readily available to address escalated issues.

4.8.6 Data Backup and Transfer Plan:

In the event of contract termination or service cancellation, the Contractor will be responsible for providing a full data transfer and, where applicable, the source code.

- **Backup Schedule:** A regular and consistent backup schedule will be established to ensure the protection of all data related to the [Software Name] project. Backups will be stored in a secure, off-site location.
- **Data Transfer Procedures:** Upon agreement termination or cancellation, the Contractor will transfer all relevant data to the MPD in accordance with the agreed-upon data transfer protocols.
- **Data Format:** Data will be transferred in a format that is compatible with the MPD's systems and software.
- **Data Migration Planning:** The Contractor will provide a detailed data migration plan outlining the steps involved in transferring data to the MPD's systems. This plan will include timelines, responsibilities, and any necessary tools or resources.
- **Data Security and Confidentiality:** The Contractor will ensure that all data is transferred securely and in compliance with applicable data privacy and security regulations.

4.9 Government Budgetary Estimate

The Contractor shall provide a detailed government budgetary estimate for the software procurement, including:

- **Software licensing costs:** The cost of software licenses for the required number of users.
- **Implementation and integration costs:** The cost of services related to implementing and integrating the software with MPD's existing systems.
- **Training costs:** The cost of training MPD personnel on the use of the software.
- **Maintenance and support costs:** The cost of ongoing maintenance, support, and upgrades for the software.
- **Other costs:** Any additional costs associated with the software procurement, such as data migration or customization.

The Contractor shall provide a breakdown of these costs, including the basis for the estimates and any assumptions made.

5 TERM OF TASK ORDER

The term of the task order shall be for a period of **one year** from date of award specified on the cover page of this task order.

6 OPTION TO EXTEND THE TERM OF THE TASK ORDER

6.1 The District may extend the term of this task order for a period of **four (4) one-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 thirty (30) days before the task order expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the task order.

6.2 If the District exercises this option, the extended task order shall be considered to include this option provision.

6.3 The price for the option period(s) shall be as specified in Section 3 of the task order.

6.4 The total duration of this task order, including the exercise of any options under this clause, shall not exceed **five (5) years**.

7 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator identified in section 10 in accordance with the following:

Item	Deliverable	Quantity	Format/Method of Delivery	Due Date
1	Kickoff Meeting	1	Online	10 days after award
2	Weekly Status Update	Ongoing	Online Meeting/email/dashboard	Starting 2 weeks after award and continuing for the life of the project
3	10 total units installed	10	Installed	4 weeks after award
4	20 total units installed	10	Installed	5 weeks after award

5	30 total units installed	10	Installed	6 weeks after award
6	40 total units installed	10	Installed	7 weeks after award
7	50 total units installed	10	Installed	8 weeks after award
8	60 total units installed	10	Installed	9 weeks after award
9	67 total units installed	7	Installed	10 weeks after award
10	Project Close Out Meeting	Online	Final status meeting and lessons learned	12 weeks after award (upon 100% installation completion)

8 CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

Xayna Sanders
Office of Contracting and Procurement
441 4th Street, NW, Suite 330 S
Washington, DC 20001
202-255-1249
xayna.sanders@dc.gov

9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

9.1 The CO is the only person authorized to approve changes in any of the requirements of this task order.

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

9.3 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.

10 CONTRACT ADMINISTRATOR (CA)

10.1 The CA 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:

10.1.1 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;

10.1.2 Coordinating site entry for Contractor personnel, if applicable;

10.1.3 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;

10.1.4 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

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

10.2 The address and telephone number of the CA is:

Eric Starks
Program Analyst
Technical Services Bureau
Metropolitan Police Department
441 4th Street, Suite 700 South
Washington, DC 20001
202-727-0224
eric.starks@dc.gov

10.3 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;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

10.4 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.

11. INVOICE SUBMITTAL

The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified.

To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

12. INVOICE PAYMENT

10.1 The District will make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in this task order.

10.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor

13. PAYMENT

13.1 PARTIAL PAYMENTS

Unless otherwise specified in this task order, payment will be made on partial deliveries of goods and services accepted by the District if:

- a) The amount due on the deliveries warrants it; or
- b) The Contractor requests it and the amount due on the deliveries is in accordance with the following:
 - "Payment will be made on completion and acceptance of each item for which the price is stated in the Schedule in Section B", and
- c) Presentation of a properly executed invoice.

14. CONTRACTOR'S RESPONSIBILITY

14.1 Contractor shall coordinate with DC Department of Transportation (DDOT) for any permitting and approvals

15. RESERVED

16. INSURANCE REQUIREMENTS

- A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this task order, 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 task order. 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-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or 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.
1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this task order.
 2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this task order. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.
 4. Employer's Liability Insurance. The Contractor shall provide 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.
- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required

Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this task order.

- C. **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 task order.**
- D. **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.
- E. **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.
- F. **NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. **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. Evidence of insurance shall be submitted to the Contracting Officer.
- H. **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 task order.

17. 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) This Task Order
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) CW100235