



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES
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AUGUST 13, 2013

**DEPARTMENT OF MENTAL HEALTH
REQUEST FOR PROPOSAL RM-13-RFP-074-BY4-TLW
AMENDMENT NUMBER ONE (1)**

TO ALL PROSPECTIVE OFFERORS:

PART I – answers questions submitted by Prospective Offerors.

PART II amends certain sections of the Request for Proposal (RFP).

PART I

Question No.	RFP Section	QUESTION
Question 1	H.2	Should medical or psychological licenses be included in the Technical Proposal?

ITEM DESCRIPTION:

H.2 CONTRACTOR LICENSE/CLEARANCES

The Contractor shall maintain documentation that he/she possesses adequate training, qualifications and competence to perform the duties to which he/she is assigned and hold current licenses or certification as appropriate.

DMH RESPONSE: Prospective Bidders shall provide all current licenses and certifications that pertain to the services required in this Request for Proposal. These documents shall be presented as attachments to the Technical Proposal. These attachments shall not count towards the Twenty (20) page limit of the Technical Proposal.

Question No.	RFP Section	QUESTION
Question 2	L.2.1.1	Do attachments count towards the twenty (20) page limit for the Technical Proposal?

ITEM DESCRIPTION:

L.2.1.1 The Technical Proposal shall be no more than Twenty (20) single spaced pages, one side only. The District shall not consider any pages in excess of Twenty (20) pages to be a part of the Technical Proposal and shall not review or evaluate such pages.

DMH RESPONSE: No attachments shall count towards the twenty (20) page limit requirement of the Technical Proposal.

Question No.	RFP Section	QUESTION
Question 3		If the compliance documents have been previously completed and submitted to the District, is there a need to complete and submit them again?

DMH RESPONSE: All compliance documents must be completed and returned for each Request for Proposal solicitation even if you have previously submitted them under another Contract. These documents shall be submitted as attachments to the Technical Proposal.

Question No.	RFP Section	QUESTION
Question 4	H.13.6.1	Do we need to submit notarized letters for the Subcontracting Plan.

ITEM DESCRIPTION:

H.13.6.1 If the prime Contractor is required by law to subcontract under this Contract, it must subcontract at least 35% if the dollar volume of this Contract in accordance with the provisions of Section H.13.1. The prime Contractor responding to this solicitation which is required to subcontract shall be required to submit with its Proposal, a **notarized statement detailing its subcontracting plan**. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the Offeror is required to subcontract, but fails to submit a subcontracting plan with its proposal. Once the plan is approved by the Director/ACCO, changes to the plan shall only occur with the prior written approval of the Director/ACCO and the Director of DSLBD.

DMH RESPONSE: The Prospective Bidder shall only be required to provide a notarized statement detailing its Subcontracting Plan if his/her Price Proposal exceeds \$250,000.00.

Question No.	RFP Section	QUESTION
Question 5	K.10	Does the Bidders/Offerors Certification Form need to be submitted if you have already submitted it under a previous Contract.
<p><u>ITEM DESCRIPTION:</u></p> <p>K.10 <u>BIDDER/OFFEROR CERTIFICATION FORM</u> The Government of the District of Columbia legislation mandates that prior to the award of contracts, certain documents are required. Please follow the link in Section J.8 to download and complete the Bidder/Offeror Certification Form and submit the completed document along with your Response to this Solicitation.</p> <p><u>DMH RESPONSE:</u> The Bidders/Offerors Certification Form need only be submitted once for a specific type of service or goods. If you have previously submitted this form and are providing the same type of services, there is no need to submit a new form with your RFP submission.</p>		
Question No.	RFP Section	QUESTION
Question 6	L.8	Do all documents need to be completed in blue ink?
<p>L.8 <u>SIGNING OF OFFERS</u></p> <p>The Contractor shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation in BLUE INK. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.</p> <p><u>DMH RESPONSE:</u></p> <p>All pages in this solicitation that require the Vendor to sign or print his/her information must be completed in BLUE INK such as the Vendor information boxes on Page 1; the Schedule B Pricing Sheets on pages 3 and 4; Section K.4, if applicable, on page 57; Section K.5; if applicable, on Pages 57 and 58; Section K.11.</p>		
Question No.	RFP Section	QUESTION
Question 7	C.4	Is there a need to address the definitions listed in the solicitation?
<p>C.4 <u>DEFINITIONS</u></p> <p>C.4.1 <i>Consumer</i> – Adults, Children or Youth who seek or receive mental health services or</p>		

- Mental Health Supports funded or regulated by DMH DC Official Code § 7-1131.02 (2)
- C.4.2 **DSM-V** - The most recent version of the Diagnostic and Statistical Manual of Mental Disorders. D.C. Official Code §7-1131.02 (9).
- C.4.3 **DCMR** - District of Columbia Municipal Regulations.
- C.4.4 **Diagnostic/Assessment** – An intensive clinical and functional evaluation of a Consumer's mental health condition that results in the issuance of a Diagnostic/Assessment Report with recommendations for service delivery and may provide the basis for the development of the IRP. A Diagnostic/Assessment shall determine whether the consumer is appropriate for and can benefit from MHRS, based upon the consumer's diagnosis, presenting problems and recovery goals. Diagnostic/Assessment is a core service. 22A DCMR 3499.1.
- C.4.5 **Diagnostic/Assessment Report** - The report prepared by the Diagnostic/ Assessment Team that summarizes the results of the Diagnostic/Assessment service and includes recommendations for service delivery. The Diagnostic/ Assessment Report is used to initiate the IRP and, if necessary, the ISSP. 22A DCMR 3499.1

DMH RESPON: There is no need to address the definitions. There have been included only for the edification of the Vendor

Question No.	RFP Section	QUESTION
Question 8	L.2.4.1	Do we need to submit a Budget Narrative and What are you looking for in terms of a budget narrative?

L.2.4.1 ITEM DESCRIPTION

Price Proposal: Offerors shall complete Section B, Pricing Schedule to include a detailed supporting Budget Narrative on a separate sheet of paper to explain Pricing.

DMH RESPONSE

A detailed Budget Narrative is needed if there are several components that comprise your pricing submission. As this is a Labor Hour Unit Price Contract and DMH is supplying all the testing material and supplies, a Budget Narrative shall not be required.

Question No.	RFP Section	QUESTION
Question 9	L.14	Is there an idea as to when the BAFO submissions will be requested?

ITEM DESCRIPTION:

L.14 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the Competitive Range shall be so notified and shall be provided an opportunity to submit written Best and Final Offers (BAFO), that shall have an Oral Presentation element, at the designated date and time. Best and Final Offers shall be subject to Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of Best and Final Offers, no discussions shall be reopened unless the Director/ACCO determines that it is clearly in the Government's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the Best and Final Offers received. If discussions are reopened, the Director/ACCO shall issue an additional request for Best and Final Offers to all Offerors still within the Competitive Range.

DMH RESPONSE:

BAFO submissions shall be requested from Offerors' who are in the competitive range after the evaluations have been completed on all responses to the RFP and the Director /Agency Chief Contracting Officer has had the opportunity to read the results of the Evaluations.

Question No.	RFP Section	QUESTION
Question 10	M.5	In the Price Criteria Evaluation Factor, is the submitted price evaluation based on the cost per unit or total cost of everything?

ITEM DESCRIPTION:

M.5 PRICE CRITERIA

- a. The Price Evaluation shall be objective. The Prospective Contractor with the lowest cost/price shall receive the maximum price points. All other proposals shall receive a proportionately lower total score. The following formula shall be used to determine each Contractor's evaluated cost/price score:

Lowest cost/price proposal x weight (10)=evaluated cost/price score
 cost/price of proposal being evaluated

DMH RESPONSE: The evaluated price is calculated on the unit price of service.

Question No.	RFP Section	QUESTION
Question 11	G.6	Should Catrina's name be put on invoices submitted for payment?

ITEM DESCRIPTION:

G.6 SUBMISSION OF INVOICE

The Contractor shall submit an original and three copies of each invoice to the following:

Accounts Payable Office
 Department of Mental Health
 64 New York Avenue – 4th Floor
 Washington, DC 20002
By email: dmh.ap@dc.gov

The invoices shall include Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unite price, and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice. Payments shall be made within Thirty (30) days after the COTR receives a proper and certified invoice from DMH Accounts Payable of the Contractor's invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized lines (CLIN Lines) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned, **UNPAID** and be resubmitted as indicated in this clause.

DMH RESPONSE:

All invoices shall be addressed to Accounts Payable Office. No individual's name shall appear on the invoice.

Question No.	RFP Section	QUESTION
Question 12	G.6	Is it possible to just email the invoice to the COTR and send a copy to Accounts Payable office?
<p><u>ITEM DESCRIPTION:</u></p> <p>See Section G.6 in Question 12 above.</p> <p>DMH RESPONSE: The original invoice shall either be mailed or emailed to the Department of Mental Health Accounts Payable Office per the address/email address listed above. A copy of the invoice may be mailed or emailed to the Contracting Officer's Technical Representative (COTR).</p>		
Question No.	RFP Section	QUESTION
Question 13		Is it possible for invoices to be paid via direct deposit?
<p>DMH RESPONSE:</p> <p>Invoices can be set up to be paid through direct deposit after the vendor completes a form that shall list their banking institution, account number and bank routing number. In addition, the vendor shall submit a W-9 from which shall have the payment address listed as that of the banking institution's address. This address shall then been entered as the payment address in the DC Procurement Automated Support System (PASS).</p>		
Question No.	RFP Section	QUESTION
Question 14	L.2	Subsection L.2.3.2.8 references L.19 but it is not in the solicitation. Is this an error?
<p>DMH RESPONSE:</p> <p>The reference to L.19 is a typographical error. There is no L.19 in this solicitation. Please disregard this reference.</p>		

Question No.	RFP Section	QUESTION
Question 15	L.16	Please confirm that the District is not requesting submission of the Responsibility Documentation with the response to the Solicitation.

ITEM DESCRIPTION

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the Contract requirements, therefore, the prospective Contractor must submit the documentation listed below, **within five (5) days of the request by the District.**

DMH RESPONSE:

The District is not requesting submission of Responsibility Documentation with the Response to the RFP Solicitation. The Prospective Contract must supply the Responsibility Documentation within five (5) Days of the request by the District.

Question No.	RFP Section	QUESTION
Question 16	L.16	Please indicate whether the District is likely to request submission of the Responsibility Documentation after submission of offers.

ITEM DESCRIPTION:

See Section L.16 in Question 15 above.

DMH RESPONSE:

The request for Responsibility Documentation shall be made at the discretion of the DMH Director/Agency Chief Contracting Officer at the time of his review of the evaluations of the submitted RFP Responses.

PART II

AMEND RFP SECTIONS

PLEASE REPLACE SECTION G.6 IN ITS ENTIRETY WITH THE FOLLOWING:

G.6 SUBMISSION OF INVOICE

The Contractor shall submit, **ON A MONTHLY BASIS**, an original and three copies of each invoice to the following:

Accounts Payable Office
Department of Mental Health
64 New York Avenue – 4th Floor
Washington, DC 20002
By email: dmh.ap@dc.gov

The invoices shall include Contractor's name and address, invoice date, Contract number, Contract line items numbers (CLINS), description of the services, quantity, unit price, and extended prices, terms of any prompt payment discounts offered, name and address of the official to whom payment is to be sent and the name, title and phone number of the person to be notified in the event of a defective invoice. Payments shall be made within Thirty (30) days after the COTR receives a proper and certified invoice from DMH Accounts Payable of the Contractor's invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized lines (CLIN Lines) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned, **UNPAID** and be resubmitted as indicated in this clause.

PLEASE REPLACE SECTION G.9 IN ITS ENTIRETY WITH THE FOLLOWING

G.9 PAYMENT

In accordance with the Quick Payment Act, D.C. Official Code §2-221.02, payment shall be made within **THIRTY (30) DAYS** after the COTR receives a proper and certified invoice from DMH Accounts Payable of the Contractor's invoice, unless a discount for prompt payment is offered and payment is made within the discount periods. Please note that the invoice shall match the itemized lines (CLIN Lines) of the Purchase Order as written up to but not exceeding the maximum of each line. Any invoices deemed improper for payment shall be returned, **UNPAID** and be resubmitted as indicated in this clause.

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL
REMAIN UNCHANGED.**

Only one copy of this Amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this Amendment to each RFP to be submitted to the place specified for receipt of RFP. Requests for Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your RFP has been previously deposited with the Department of Mental Health, Contracts and Procurement Services (DMH/CPS), submit this signed Amendment in a sealed envelope, identified on the outside by the RFP number and submission date. This signed Amendment must be received by the DMH/CPS no later than the date and time for closing.

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-13-RFP-074-BY4-TW may be cause for rejection of any Proposal submitted in response to the subject RFP.

Signed:

/s/

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer

Amendment Number One (1) is hereby acknowledged and is considered a part of the Proposals for Solicitation Number RM-13-RFP-074 -BY4-TLW.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror