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**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
CONTRACTS AND PROCUREMENT ADMINISTRATION**

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September 5, 2008

**BILLING SERVICES  
REQUEST FOR PROPOSALS AMENDMENT NUMBER FOUR (4)  
RM-08-RFP-038-BY1-CPA**

**AMENDMENT FOUR (4)**

**TO ALL PROSPECTIVE OFFERORS:**

**The RFP submission date for this proposal is changed from Monday, September 8, 2008 to Monday, September 15, 2008.**

<b>Question No.</b>	<b>RFP Section</b>	<b>Question</b>
<b>1</b>		My Company is currently working on the proposal for the RFP and we had a question regarding the claims volumes and outstanding accounts receivables. Is it possible to send an aged trial balance with the dollar and claims volume summary for claims that are outstanding? In addition to the aged trial balance, what is your current admit/discharge levels?
<b>DMH RESPONSE: St. Elizabeths Hospital (SEH) has not captured this information for at least the past five (5) years.</b>		
<b>Question No.</b>	<b>RFP Section</b>	<b>Question</b>
<b>2</b>	<b>Page 9: Section C.3</b>	I'm seeking clarification on the billing system requirements as outlined on Page 9, Section C3 of the RFP. The RFP states "the Contractor will use Avatar for all billing claims dated subsequent to execution of the contract and utilize the Contractor's billing system for all billing claims dated prior to the execution on the contract." Is this language correct?
<b>DMH RESPONSE: The language is correct. The Contractor shall be expected to utilize its own billing system for prior claims because Avatar does not contain historical billing information (information prior to July 2008).</b>		

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS 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 proposal to be submitted to the place specified for receipt of proposals. Proposals shall be mailed or delivered in accordance with the instructions provided in the original RFP. In the event your proposal has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), 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/CPA no later than the date and time for closing.

Failure to acknowledge receipt of Amendment Four (4) for Solicitation Number **RM-08-RFP-038-BY1-CPA** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:

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

Amendment Number Four (4) is hereby acknowledged and is considered a part of the proposal for Solicitation Number **RM-08-RFP-038-BY1-CPA**.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Offeror

\*\*\* END OF AMENDMENT FOUR (4)\*\*\*