



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT ADMINISTRATION
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November 19, 2008

**INTEGRATED COMMUNITY CARE PROJECT (ICCP)
REQUEST FOR PROPOSALS AMENDMENT NUMBER ONE (1)
RM-09-RFP-032-BY4-SC**

TO ALL PROSPECTIVE BIDDERS:

This Amendment is in two parts.

PART I answers questions generated at the pre-proposal conference by Bidders.

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

PART I

Question No.	RFP Section	Question
1	L.15	Do you want an electronic copy of the proposal sent to DMH?
DMH RESPONSE: Please submit an electronic copy of your RFP submission in accordance with Section L.15 of the solicitation.		
Question No.	RFP Section	Question
2	C.2	Do you need a separate budget or shall it be included?
DMH RESPONSE: There is a need to include your Startup Budget in your Budget Package. Startup Budget being requested should moderately address your identified needs until your client enrollment can be built up.		
Question No.	RFP Section	Question
3		Will clients become part of this project while still at Saint Elizabeths Hospital (SEH)?
DMH RESPONSE: Consumers are engaged and enrolled while still being an inpatient at SEH.		

Question No.	RFP Section	Question
4		Will DMH provide a home health aid?
DMH RESPONSE: Vendor can bill Home Health Aid Services to Medicaid/Medicare if consumer has coverage by using the case rate to provide or purchase.		
Question No.	RFP Section	Question
5		Is vendor responsible for first hospitalization before the consumer is enrolled?
DMH RESPONSE: The Vendor is responsible for the first four (4) days of being an inpatient at SEH after enrollment and the initial discharge.		
Question No.	RFP Section	Question
6	C.3.3.4	Is a physical required after leaving the hospital?
DMH RESPONSE: A Physical is required to be scheduled in the community within 48 hours of discharge when transitioning from inpatient to outpatient status and must be completed within one month of discharge.		
Question No.	RFP Section	Question
7		What is the daily cost of care from SEH?
DMH RESPONSE: The daily cost of care at SEH is \$650.		
Question No.	RFP Section	Question
8		What is the maximum caseload direct service staffs are expected to maintain?
DMH RESPONSE: The maximum caseload direct service staff are expected to maintain is 10.		
Question No.	RFP Section	Question
9		Is a team expected to be in place at time of award?
DMH RESPONSE: It would be a business decision on the part of the Vendor regarding hiring staff or creating a team prior to client enrollment and/or award.		

Question No.	RFP Section	Question
10		Will DMH build up case rate to ensure vendor can survive?
DMH RESPONSE: DMH shall not build the Vendors case load; DMH shall provide a list of eligible Consumers to the Vendor to begin engaging.		
Question No.	RFP Section	Question
11		Does the legal status of a client impact their eligibility for the program?
DMH RESPONSE: The Legal Status of a Consumer does not impact or play a part in their eligibility for this program. Consumers voluntarily enroll in this program which means the Consumer demonstrates a willingness to participate in the program.		
Question No.	RFP Section	Question
12		Can part of the Case Rate be used as part of or for Housing? Is SSI part of Cost of Housing?
DMH RESPONSE: The Case Rate can be used to cover housing costs. It is expected that the participant's income (in most cases to be Supplemental Security Income (SSI)) should be used to cover the cost of housing. SSI is separate and distinct from the Case Rate.		
Question No.	RFP Section	Question
13		Please clarify psychiatric cost for uninsured clients.
DMH RESPONSE: Consumer shall be enrolled in the program regardless of their insurance coverage. DMH expects the majority of Consumer to be eligible for SSI, but if a Consumer is uninsured it shall not effect their participation or the established Case Rate. The program developed by the Vendor should as aggressive as possible to maximize all possible benefits.		
Question No.	RFP Section	Question
14		What is the sense of mix of forensic and civil clients?
DMH RESPONSE: The mix of Forensic and Civil Consumers as of Tuesday, November 18, 2008 is that there are 186 Forensic Inpatients and 199 Civil Inpatients. There are currently six (6) forensic consumers who meet criteria.		

END PART I

PART II

The above-referenced RFP is hereby amended as follows:

1. Section G.1 through G.2.2, Contract Administration Data is deleted in its entirety and replaced with the following:

G.1 BILLING AND PAYMENT

- G.1.1** The District shall make payments to the Contractor at the prices stipulated in this Contract, for supplies delivered and accepted and/or services performed and accepted, less any discounts, allowances or adjustments provided for in this Contract.
- G.1.2** Contractor shall submit its claims in the eCura system. The District shall provide a code set to Contractor to use in its claim submissions. Contractor shall complete a mandatory training session on the code set and billing process prior to rendering services under the Contract. The District shall provide access to eCura at no cost to the Contractor. Transactions of claims entered into the eCura system shall be reimbursed up to the spending limits of the Purchase Order issued to support the Contract. Claims entered into the eCura system shall be batched weekly and submitted for payment to ensure compliance with the Quick Payment Act (See Section G.8). Contractor shall receive a billing code for this service upon receipt of an award. Local dollars shall be used to support this contracted service.
- G.1.3** The District shall pay the amount due the Contractor under this Contract after completion and acceptance of all work and submission of proper billing information through eCura.

2. ADD Section G.8 THE QUICK PAYMENT CLAUSE

G.8 THE QUICK PAYMENT CLAUSE

G.8.1 Interest Penalties to Contractors

- G.8.1.1** To the extent not inconsistent with the provisions of Section G.1, the District shall pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, 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 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:
- a) the 3rd day after the required payment date for meat or a meat product;
 - b) the 5th day after the required payment date for an agricultural commodity; or
 - c) the 15th day after the required payment date for any other item.

G.8.1.2 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.8.2 **Payments to Subcontractors**

G.8.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

(a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or

(b) Notify the District and the subcontractor, 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.8.2.2 The Contractor must pay any lower-tier subcontractor or supplier 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 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:

(a) the 3rd day after the required payment date for meat or a meat product;

(b) the 5th day after the required payment date for an agricultural commodity; or

(c) the 15th day after the required payment date for any other item.

G.8.2.3 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.8.2.4 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 of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

3. Section J: LIST OF ATTACHMENTS is deleted in its entirety and replaced with the following:

J.1 **Consent Order dated December 12, 2003**

J.2 **Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, March 2007**

- J.3 **Wage Determination N. 2005-2103, Rev. 6, dated May 29, 2008**
- J.4 **Healthcare Insurance Portability and Accountability Act**
- J.5 **EEO Information and Mayor Orders 85-85**
- J.6 **Tax Certification Affidavit**
- J.7 **First Source Agreement**
- J.8 **Contractor's Affidavit of Responsibility**
- J.9 **The Foundations of Integrated Community Care**
- J.10 **Cultural Competence Self-Assessment**
- J.11 **References**
- J.12 **Proposed Budget Format and Content**
- J.13 **Funding Methodology**
- J.14 **DMH Major and Unusual Incident Reporting Procedures**

4. Section L.2 is deleted in its entirety and replaced with the following:

- L.2 One original and six (6) copies of the written proposals shall be submitted in two parts titled **“Technical Proposal”** and **“Price Proposal**. Proposals shall be typewritten in 12 point font size on 8.5” by 11 bond paper. The Technical Proposal shall be no more than 20 single-spaced pages. The District shall not consider any pages in excess of 20 pages to be a part of the Technical Proposal and will not review or evaluate such pages. This page limitation does not apply to resumes of proposed staff. Each proposal shall be signed in **BLUE** ink and submitted in a sealed envelope conspicuously marked **“Proposal in Response to Solicitation No. (Insert solicitation number, title and name of Vendor).”**

(Vendors are directed to the specific Proposal Evaluation Criteria found in Section M of this solicitation, Evaluation Factors. The Vendor shall respond to each factor in a way that shall allow the District to evaluate the Provider's response. The Vendor shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the Technical Proposal shall facilitate evaluation and best value source selection for all proposals. The Technical Proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.)

END PART II

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 One (1) for Solicitation Number **RM-09-RFP-032-BY4-SC** may be cause for rejection of any proposal submitted in response to the subject RFP.

Signed:



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 proposal for Solicitation Number **RM-09-RFP-032-BY4-SC**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror