



DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH CONTRACTS AND
PROCUREMENT SERVICES

January 24, 2012

REQUEST FOR QUOTE AMENDMENT NUMBER ONE (1) FOR:

SOLICITATION NUMBER RM-12-RFO-053-BY0-RKG
INVENTORY MANAGEMENT SYSTEM FOR SAINT ELIZABETHS HOSPITAL

Amendment One (1)

TO ALL PROSPECTIVE OFFERORS:

Question No.	RFQ Section	Question
1	Cover Letter, Section A and Section B	The RFQ does not specify whether a proposal submission is required. It only states that a completed quote (Section A and Schedule B Pricing Sheet) is required. Do you require a contractor proposal in addition to the completed quote OR just a completed quote?
DMH RESPONSE: The Solicitation is not a Request for Proposal (RFP); it is a Request for Quote (RFQ). A response requires a quote (signed Section A {page 1} and the completed and signed Section B {page 2}). See the cover letter to this solicitation which reads: Response requires the completed quote (signed <u>Section A</u> , and the signed and completed <u>Schedule B Pricing sheet</u> {insert the unit prices, extended amounts, and total value}).		
Question No.	RFQ Section	Question
2	Section C	Section C.2 refers to "Applicable Documents" such as the "Inspector Report" titled "Management Alert Report." Can you please clarify the purpose of this document and where we can find it?
DMH RESPONSE: The purpose of the document "Inspector Report, Titled: Management Alert Report" is described in Section C.1 which reads: Also, per an Office of Inspector General investigation concerning allegations of missing equipment, supplies, and other building materials, there exists a need to identify and track all items through the life cycle. This system would allow SEH to <u>meet the recommendations outlined in the Management Alert Report by the Office of the Inspector General as described below:</u> <ul style="list-style-type: none">· <u>Conduct regular inventories of equipment and supplies;</u>· <u>Identify items missing during the inventory, or at any other time, in a timely manner;</u>· <u>Improve the security of areas where valuable and necessary equipment and supplies are stored.</u>		

Amendment One (1)
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Inventory Management System for Saint Elizabeths Hospital

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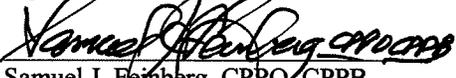
ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTE REMAIN UNCHANGED.

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 quote to be submitted to the place specified for receipt of quotes. Quotes shall be mailed or delivered in accordance with the instructions provided in the original RFQ. In the event your quote 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 RFQ number and submission date. This signed Amendment must be received by the DMH/CPS no later than Friday, **January 27, 2:00 P.M. Send to:**

Robin Knight Griffin, Contract Specialist
Department of Mental Health
Contracts and Procurement Services
609 H Street, NE, 4th Floor
Washington, DC 20002
Robin.Knight@dc.gov

Failure to acknowledge receipt of Amendment One (1) for Solicitation Number **RM-12-RFQ-053-BY0-RKG** may be cause for rejection of any quote submitted in response to the subject RFQ.

Signed:


Samuel J. Feinberg, CPPQ, 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-12-RFQ-053-BY0-RKG**.

Signature of Authorized Representative

Date

Title of Authorized Representative

Print or Type Name of Offeror